

BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF MARCH 2, 2021 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

ZOOM Participation

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff

Report and update on COVID-19; receive report and discussion

2. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) **CLERK OF THE BOARD**

Approve Board minutes for February 2021

B) **BEHAVIORAL HEALTH**

- 1) Authorize payment of \$525.00, without a contract, to Dr. Manolito B. Fidel, M.D. for mental health specialty services [View Item](#)
- 2) Authorize payment of \$1,000.00, without a contract, to Folchi Logging & Construction for snow removal at the Portola Wellness Center [View Item](#)
- 3) Authorize payment of \$1,230.00, without a contract, to Dr. Juden Valdez, M.D., Inc. for mental health specialty services [View Item](#)

C) **CLERK-RECORDER**

Approve and authorize the Clerk-Recorder to sign Amendment No. 6, between County of Plumas and Vital Records Control dba VRC Companies, LLC; approved as to form by County Counsel [View Item](#)

D) **AGRICULTURE/WEIGHTS & MEASURES**

Approve and authorize Chair to sign amendment to agreement, increasing contract amount to \$49,000.00, between County of Plumas and Caltrans; approved as to form by County Counsel [View Item](#)

E) **PUBLIC WORKS**

Award construction contract to the lowest responsive bidder, Nevada Barricade & Sign Company, Inc. in the amount of \$1,149,000.00, for the Gold Lake Forest Highway Guardrail Upgrades project [View Item](#)

F) **PUBLIC HEALTH**

- 1) Approve and authorize Chair to sign the following service agreements related to the Ryan White Part B Program for Fiscal Year 2021-2022: Rhonda Brown in the amount of \$9,124.00; Great Northern Services, Inc. in the amount of \$61,119.00; Lassen County Public Health in the amount of \$10,889.00; Modoc County Public Health in the amount of \$7,390.00; and Sierra County Public Health in the amount of \$3,000.00, approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize Chair to sign Professional Agreement with County of Plumas and Les Hall, in the amount of \$21,000.00, effective February 1, 2021, approved as to form by County Counsel [View Item](#)

3. **MEMBER OF THE PUBLIC** - Tristan McMichael
Formal Request for Board Direction for the Quincy Outdoor Theater Project as presented; Discussion and possible action [View Item](#)
4. **DEPARTMENTAL MATTERS**
- A) **PUBLIC HEALTH** – Andrew Woodruff
Receive power point presentation regarding Health Access VEnding Machines (HAVEN) Project; adopt **RESOLUTION** to accept grant funds from Anthem of \$33,608 to purchase and operate Public Health vending machines at four locations in Plumas County; approve supplemental budget in Public Health Budget Unit 70560, Account #542600 Equipment Fixed Assets of \$33,608 for receipt of unanticipated revenue to fund the project; and authorize the Director of Public Health to sign all related documents; **four/fifths required roll call vote** [View Item](#)
- B) **FACILITY SERVICES/AIRPORTS** – Kevin Corriera
Adopt **RESOLUTION** to revise Plumas County Position allocation for Facility Services to Flexibility Allocate the Position of Building and Grounds Maintenance Worker I/II/III for Department #20120 (Increase 1.0FTE Building and Grounds Maintenance Worker) **Roll Call Vote** [View Item](#)
- C) **SHERIFF** – Todd Johns
Authorize supplemental budget request of \$105,000.00, for receipt of unanticipated revenue, from the State of California, Department of Parks & Recreation, Boating & Waterways; authorize the Sheriff to purchase fixed asset, not to exceed \$98,664.84 (patrol boat); authorize chair to sign Purchase Agreement with Boulton Powerboats, approved as to form by County Counsel; and authorize the Auditor/Controller to issue required deposit of \$19,732.93 to Bolton Powerboats pursuant to purchase agreement; **Four/Fifths required roll call vote** [View Item](#)
- D) **AGRICULTURE/WEIGHT & MEASURES** – Willo Vieira
Approve supplemental budget of \$10,000 for receipt of unanticipated revenue from Department of Agriculture for Noxious Weeds; approve appropriation of \$3,200 to other wages; and authorize an exemption to the 30 day and 29 hour work week limit for Extra Help to perform Noxious Weed Control & Inspect Pest Detection; **Four/Fifths required roll call vote** [View Item](#)
- E) **PUBLIC WORKS – ROADS** – Robert Perrault
- 1) Authorize Public Works/Road to recruit and fill vacant, funded and allocated 1.0 FTE PW Maintenance Worker position in Quincy Maintenance District. Discussion and possible action [View Item](#)
 - 2) Authorize Public Works/Road to recruit and fill vacant, funded and allocated 1.0 FTE PW Fiscal Officer/Administrative Services position in the Administrative Office. Discussion and possible action [View Item](#)
- F) **COUNTY ADMINISTRATOR** – Gabriel Hydrick
- 1) Discussion and possible action regarding reorganization of the following Cemetery Districts: Crescent Mills Cemetery District, Cromberg Cemetery District, Meadow Valley Cemetery District and Quincy LaPorte Cemetery District [View Item](#)
 - 2) Discussion and possible action regarding the Plumas County redistricting plan [View Item](#)

5. **BOARD OF SUPERVISORS**

- A. Presentation by California Clerk of the Board of Supervisors Association (CCBSA) of *Certificate of Appreciation and Recognition* of Nancy DaForno, Clerk of The Board of Supervisors (1990-2021), thanking her for her years of dedicated service to the Citizens of Plumas County and CCBSA, wishing her a well-deserved retirement
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

6. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

Convene as the Flood Control & Water Conservation District Governing Board

FLOOD CONTROL & WATER CONSERVATION DISTRICT

- A. Conference with real property negotiator, Robert Perreault, County Engineering and Manager, regarding sale of water by the District

Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors

- B. Public employee appointment or employment – Clerk of the Board of Supervisors
- C. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding Plumas County Properties, Assessor's Parcel Nos. 117-350-43; 117-350-44; 117-350-46; 117-350-47; 117-350- 48; 117-350-49; 117-350-50; 116-310-01; 117-140-26
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- F. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

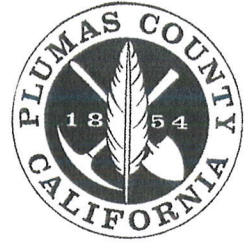
ADJOURNMENT

Adjourn meeting to Tuesday, March 9, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

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PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045



Tony Hobson Ph.D., Director

DATE: March 2, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director 

SUBJECT: Consent Agenda

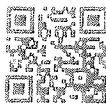
Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize \$525.00 no contract payment to Dr. Manolito B. Fidel M.D.
2. It is respectfully requested the Board of Supervisors approve and authorize \$1,000.00 no contract payment to Folchi Logging & Construction.

BACKGROUND AND DISCUSSION

1. This charge of \$525.00 is to Dr. Fidel for mental health doctor fees for specialty services. On January 13, 2021 Behavioral Health made a payment of \$880.00 these additional invoices will exceed the \$999.99 limit per vendor, working without a contract. Behavioral Health is respectfully requesting payment approval.
2. Behavioral Health is respectfully requesting payment approval of \$1,000.00 to Folchi Logging & Construction for snow removal, at the Portola Wellness Center.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PLUMAS COUNTY MENTAL HEALTH
SUITE 109
270 COUNTY HOSPITAL ROAD
QUINCY, CA 95971

PICA		PICA	
1. MEDICARE MEDICAID TRICARE CHAMPVA GROUP HEALTH PLAN (ID#) FECA BLK LUNG (ID#) OTHER (ID#)		1a. INSURED'S I.D. NUMBER (For Program in item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE SEX	
4. INSURED'S NAME (Last Name, First Name, Middle Initial)		5. PATIENT'S ADDRESS (No., Street)	
6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		7. INSURED'S ADDRESS (No., Street)	
8. RESERVED FOR NUCC USE		CITY STATE CA	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> PLACE (State)	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
11. INSURED'S POLICY GROUP OR FECA NUMBER		12. INSURED'S DATE OF BIRTH SEX	
a. INSURED'S DATE OF BIRTH SEX		b. OTHER CLAIM ID (Designated by NUCC)	
c. INSURANCE PLAN NAME OR PROGRAM NAME		d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, complete items 9, 9a and 3d.	
13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE: I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		14. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE: I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
SIGNED SIGNATURE ON FILE DATE 01272021		SIGNED SIGNATURE ON FILE	
15. DATE OF CURRENT ILLNESS, INJURY or PREGNANCY (LMP) MM DD YY QUAL		16. OTHER DATE MM DD YY QUAL	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE DN MANOLITO B FIDEL MD		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM 10242020 TO 10272020	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> \$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. Relate A-L to service line below (24E) ICD 9d. 0		22. RESUBMISSION CODE ORIGINAL REF. NO.	
A. F33.2 B. C. D. E. F. G. H. I. J. K. L.		23. PRIOR AUTHORIZATION NUMBER	
24. A. DATES OF SERVICE From To B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. ICD 9d. I. QUAL J. RENDERING PROVIDER ID. #		25. FEDERAL TAX ID NUMBER 201288074 26. PATIENT'S ACCOUNT NO. 27. ACCEPT ASSIGNMENT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> 28. TOTAL CHARGE 175.00 29. AMOUNT PAID 0.00	
30. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS I certify that the statements on the reverse apply to this bill and are made a part thereof. MANOLITO B FIDEL MD 01272021		31. SERVICE FACILITY LOCATION INFORMATION DEL AMO BEHAVIORAL HEALTH 23700 CAMINO DEL SOL TORRANCE, CA 90505-5017	
32. BILLING PROVIDER INFO & PH. # 4244007748		33. BILLING PROVIDER INFO & PH. # 4244007748	
34. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS I certify that the statements on the reverse apply to this bill and are made a part thereof. MANOLITO B FIDEL MD 01272021		35. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS I certify that the statements on the reverse apply to this bill and are made a part thereof. MANOLITO B FIDEL MD 01272021	



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PLUMAS COUNTY MENTAL HEALTH
SUITE 109
270 COUNTY HOSPITAL ROAD
QUINCY, CA 95971

PICA		PICA	
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN (ID#) <input type="checkbox"/> FECA BLK LUNG (ID#) <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> (ID#)		1a. INSURED'S I.D. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE SEX	
5. PATIENT'S ADDRESS (No., Street)		6. PATIENT RELATIONSHIP TO INSURED	
CITY		7. INSURED'S ADDRESS (No., Street)	
STATE CA		CITY	
ZIP CODE		STATE CA	
TELEPHONE (Include Area Code)		ZIP CODE	
TELEPHONE (Include Area Code)		TELEPHONE (Include Area Code)	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous)	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? PLACE (State)	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT?	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
SIGNED SIGNATURE ON FILE DATE 01272021		SIGNED SIGNATURE ON FILE	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP)		15. OTHER DATE	
16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION		17. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
18. NAME OF REFERRING PROVIDER OR OTHER SOURCE		19. OUTSIDE LAB? \$ CHARGES	
20. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		21. RESUBMISSION CODE ORIGINAL REF. NO.	
22. PRIOR AUTHORIZATION NUMBER		23. PRIOR AUTHORIZATION NUMBER	
24. A. DATES OF SERVICE		25. PATIENT'S ACCOUNT NO.	
B. PLACE OF SERVICE		26. ACCEPT ASSIGNMENT? (For govt. claims, see back)	
C. EMG		27. TOTAL CHARGE	
D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances)		28. AMOUNT PAID	
E. DIAGNOSIS POINTER		29. Billing Provider Info & PH #	
F. \$ CHARGES		30. Billing Provider ID #	
G. DAYS OR UNITS		31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING ADDRESS OF CREDENTIALS	
H. EPOD? (If any)		32. SERVICE FACILITY LOCATION INFORMATION	
I. ID. QUAL.		33. BILLING PROVIDER INFO & PH #	
J. RENDERING PROVIDER ID #		34. SIGNATURE OF PHYSICIAN OR SUPPLIER	
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11222020 11222020 21 99232 A 175.00 1 NPI 1326098534		36. SIGNATURE OF PHYSICIAN OR SUPPLIER	
25. FEDERAL TAX ID NUMBER		37. SIGNATURE OF PHYSICIAN OR SUPPLIER	
26. PATIENT'S ACCOUNT NO.		38. SIGNATURE OF PHYSICIAN OR SUPPLIER	
27. ACCEPT ASSIGNMENT? (For govt. claims, see back)		39. SIGNATURE OF PHYSICIAN OR SUPPLIER	
28. TOTAL CHARGE		40. SIGNATURE OF PHYSICIAN OR SUPPLIER	
29. AMOUNT PAID		41. SIGNATURE OF PHYSICIAN OR SUPPLIER	
30. Billing Provider Info & PH #		42. SIGNATURE OF PHYSICIAN OR SUPPLIER	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER		43. SIGNATURE OF PHYSICIAN OR SUPPLIER	
32. SERVICE FACILITY LOCATION INFORMATION		44. SIGNATURE OF PHYSICIAN OR SUPPLIER	
33. BILLING PROVIDER INFO & PH #		45. SIGNATURE OF PHYSICIAN OR SUPPLIER	
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84. SIGNATURE OF PHYSICIAN OR SUPPLIER		96. SIGNATURE OF PHYSICIAN OR SUPPLIER	
85. SIGNATURE OF PHYSICIAN OR SUPPLIER		97. SIGNATURE OF PHYSICIAN OR SUPPLIER	
86. SIGNATURE OF PHYSICIAN OR SUPPLIER		98. SIGNATURE OF PHYSICIAN OR SUPPLIER	
87. SIGNATURE OF PHYSICIAN OR SUPPLIER		99. SIGNATURE OF PHYSICIAN OR SUPPLIER	
88. SIGNATURE OF PHYSICIAN OR SUPPLIER		100. SIGNATURE OF PHYSICIAN OR SUPPLIER	



Folchi Logging & Construction Inc.
79017 Braegate Rd.
Portola, Ca 96122
(530) 832-5214
(530) 832-5444

Invoice

DATE

INVOICE #

2/5/2021

Snow2021#7

BILL TO:

Plumas county Mental Health
520 Main ST. Room 205
Quincy, Ca. 95971

SHIP TO:

P.O. NUMBER

TERMS

REP

SHIP

VIA

F.O.B.

PROJECT

Due on receipt

2/5/2021

QUANTITY

ITEM CODE

DESCRIPTION

PRICE EACH

AMOUNT

		Snow removal at Portola Campus		
1	Snow Removal	Snow Removal 12/14/ 2020	200.00	200.00
1	Snow Removal	Snow Removal 1/25/ 2021	200.00	200.00
1	Snow Removal	Snow Removal 1/27/ 2021	200.00	200.00
1	Snow Removal	Snow Removal 1/28/ 2021	200.00	200.00
1	Snow Removal	Snow Removal 1/29/ 2021	200.00	200.00
		Sales Tax, State of California	7.25%	0.00

RECEIVED
FEB 08 2021

Auditor's / Risk

TOTAL

\$1,000.00

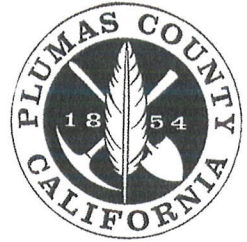


296791

263

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045



Tony Hobson Ph.D., Director

DATE: March 2, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director

SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize \$1230.00 no contract payment to Dr. Juden Valdez M.D. INC.

BACKGROUND AND DISCUSSION

1. This new charge of \$1230.00 is to Dr. Valdez for mental health doctor fees for specialty services. On December 31, 2020 Behavioral Health made a payment of \$880.00 for a different client, these additional invoices will exceed the \$999.99 limit per vendor, working without a contract. Behavioral Health is respectfully requesting payment approval.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PLUMAS COUNTY MENTAL HEALTH
SUITE 109
270 COUNTY HOSPITAL ROAD
QUINCY, CA 95971

PICA		PICA	
1. MEDICARE <input type="checkbox"/> (Medicare #)		1a. INSURED'S I.D. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		4. INSURED'S NAME (Last Name, First Name, Middle Initial)	
3. PATIENT'S BIRTH DATE		5. PATIENT'S ADDRESS (No., Street)	
6. PATIENT'S RELATIONSHIP TO INSURED		7. INSURED'S ADDRESS (No., Street)	
8. RESERVED FOR NUCC USE		8. RESERVED FOR NUCC USE	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous)	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT?	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT?	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
11. INSURED'S POLICY GROUP OR FECA NUMBER		11. INSURED'S POLICY GROUP OR FECA NUMBER	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
SIGNATURE ON FILE		SIGNATURE ON FILE	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP)		15. OTHER DATE	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB?	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. Relate A-L to service line below (24E)		22. RESUBMISSION CODE	
24. A. DATE(S) OF SERVICE		24. B. PLACE OF SERVICE	
24. C. DATE(S) OF SERVICE		24. D. PROCEDURES, SERVICES, OR SUPPLIES	
24. E. DATE(S) OF SERVICE		24. F. DIAGNOSIS	
24. G. DATE(S) OF SERVICE		24. H. CHARGES	
24. I. DATE(S) OF SERVICE		24. J. DAYS OR UNITS	
24. K. DATE(S) OF SERVICE		24. L. ID. QUAL.	
24. M. DATE(S) OF SERVICE		24. N. RENDERING PROVIDER ID. #	
25. FEDERAL TAX ID NUMBER		26. PATIENT'S SIGNATURE	
27. ACCEPT ASSIGNMENT?		28. TOTAL CHARGE	
29. AMOUNT PAID		30. BILLING PROVIDER INFO & PR #	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER		32. SERVICE FACILITY LOCATION INFORMATION	
33. BILLING PROVIDER INFO & PR #		34. BILLING PROVIDER INFO & PR #	

SECOND FOLD

FIRST FOLD

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PLUMAS COUNTY MENTAL HEALTH
SUITE 109
270 COUNTY HOSPITAL ROAD
QUINCY, CA 95971

PICA		PICA	
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN (ID#) <input type="checkbox"/> FECA BLK LUNG (ID#) <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> (ID#) <input type="checkbox"/>		1a. INSURED'S I.D. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE SEX	
5. PATIENT'S ADDRESS (No., Street)		6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>	
CITY STATE CA		CITY STATE CA	
ZIP CODE TELEPHONE (Include Area Code)		ZIP CODE TELEPHONE (Include Area Code)	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PLACE (State)	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		11. INSURED'S POLICY GROUP OR FECA NUMBER	
SIGNATURE ON FILE SIGNED DATE 02092021		a. INSURED'S DATE OF BIRTH SEX	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) QUAL MM DD YY		b. OTHER CLAIM ID (Designated by NUCC)	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE DN JUDEN VALDEZ MD		c. INSURANCE PLAN NAME OR PROGRAM NAME	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, complete items 9, 9a and 9d.	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. Relate 4-L to service line below (24E) ICD Ind. 0		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
A. F39 B. C. D. E. F. G. H. I. J. K. L.		16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY	
24. A. DATES OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. CHARGES G. DAYS OR UNITS H. EPSDT Family Plan I. ID. QUAL J. RENDERING PROVIDER ID. #		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY	
11172020 11172020 21 99222 A 350.00 1 NPI 1861550444		20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CHARGES	
11182020 11182020 21 99232 A 175.00 1 NPI 1861550444		22. RESUBMISSION CODE ORIGINAL REF. NO.	
11192020 11192020 21 99232 A 175.00 1 NPI 1861550444		23. PRIOR AUTHORIZATION NUMBER	
11202020 11202020 21 99232 A 175.00 1 NPI 1861550444			
25. FEDERAL TAX ID NUMBER 202700676		26. PATIENT'S ACCOUNT NO.	
27. ACCEPT ASSIGNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		28. TOTAL CHARGE 875.00	
29. AMOUNT PAID 0.00		30. Billed for NUCC use	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING CHARGES OR CREDENTIALS (To verify that no statement on charges apply to this bill and are under a contract.) JUDEN VALDEZ MD 02092021		32. SERVICE FACILITY / LOCATION INFORMATION DEL AMO BEHAVIORAL HEALTH 23700 CAMINO DEL SOL TORRANCE, CA 90505-5017 1245203447	
33. BILLING PROVIDER INFO & PH # JUDEN VALDEZ MD INC 1000 VIA NOGALES PALOS VERDES ESTATES, CA 90274-1624 4244007748		34. 1700907383	

PLUMAS COUNTY CLERK-RECORDER

520 Main Street, Room 102, Courthouse
Quincy, CA 95971



Recorder Division (530) 283-6218
Elections Division (530) 283-6256

Marcy DeMartile
Clerk – Recorder
Registrar of Voters

DATE: February 19, 2021

TO: Honorable Board of Supervisors, Plumas County

FROM: Marcy DeMartile, Plumas County Clerk-Recorder *M.D.*

Julie Hagwood
Assistant Clerk-Recorder
juliehagwood@countyofplumas.com

SUBJECT: Ratification and Approval of Amended Agreement between Vital Records Control dba VRC Companies LLC (formerly known and DataSafe, Inc.)

IT IS RECOMMENDED THAT THE BOARD:

1. Ratify and Approve the amended agreement with Vital Records Control dba VRC Companies LLC (formerly known as DataSafe, Inc.) due to merger of companies. Included, as background is the letter from VRC.
2. Authorize the Clerk-Recorder to sign the contract and enter into the agreement.

BACKGROUND AND DISCUSSION:

The company formerly known as DataSafe, Inc. has merged with Vital Records Control, which is the storage facility, located in Sacramento, CA, where the County stores microfilm of all documents, vital records, and archived County maps that have been recorded in the Plumas County Clerk-Recorder's Office for historical purposes. This off-site facility provides a safe, secure, and climate controlled location for these valuable records.

We thank the Board of Supervisors for your continued support.



Willo Vieira
Agricultural Commissioner
Sealer of Weights & Measures
willovieira@countyofplumas.com

Plumas-Sierra Counties Department of Agriculture

**Agricultural Commissioner
Sealer of Weights and Measures**



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

Date: February 10, 2021

To: Honorable Board of Supervisors

From: Willo Vieira, Agricultural Commissioner / *WV*
Sealer of Weights & Measures

RE: Department of Transportation (Caltrans) Contract Amendment

Recommendation:

Approve and authorize the Chair to sign Caltrans contract amendment #02A1760 A01, in the amount of \$49,000. The contract began July 1, 2018 and ends June 30, 2021.

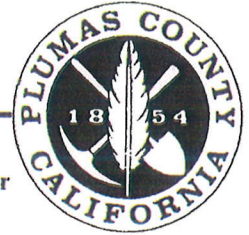
Background and Discussion:

The Department has had long standing contracts with Caltrans for surveying, treatment, monitoring and follow-up treatments to control and eradicate noxious weeds along State highways in Plumas County through the use of herbicides, manual grubbing, or biological control. The amendment increases the original contract amount of \$39,000 to \$49,000, an increase of \$10,000. The contract amendment has been approved as to form by County Counsel.

2E

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

for the March 2, 2021 meeting of the Plumas County Board of Supervisors

Date: February 22, 2021

To: Honorable Board of Supervisors

From: *FOR:* Robert Perreault, Director of Public Works

Subject: **Request approval to award construction contract to the lowest responsive bidder, Nevada Barricade & Sign Company Inc., in the amount of \$1,149,000 per Public Contract Code for the Gold Lake Forest Highway Guardrail Upgrades project.**

John Mannle
Assistant Director

BACKGROUND:

Sealed bids were opened at 3:00 p.m. on December 17th, 2021. The bid results are attached. Six bids were received. The bids ranged from 9% over to 42.3% over the engineer's estimate.

Nevada Barricade & Sign Company Inc., (low bidder): \$1,149,000.00

Engineer's Estimate: \$1,063,000.00

Nevada Barricade & Sign Company Inc. is an established firm from Reno, Nevada with extensive work in traffic striping, signing, traffic control and guardrail construction on transportation improvement projects for over 20 years in Nevada, California, Oregon and Washington. The contractor has listed 10.1% participation by certified federal Disadvantaged Business Enterprise (DBE) subcontractors in their bid that meets the project's DBE Goal of 10%.

The project work is part of the Department's construction budget for FY 20/21 and FY 21/22 under Work Order #570. WO #570 has been approved by Caltrans for reimbursement up to a maximum of \$1,200,000 from the Highway Safety Improvement Program (HSIP). The project's current budget is \$1,335,000 resulting in a 91.25% overall reimbursement rate. The Department's matching funds come from FY 20/21 and FY 21/20 State Match Exchange programs. The Department receives \$100,000 each fiscal year from the State to encourage agencies to participate in federal transportation programs. The project's scope of work consists of:

- 1) replacing 20800 l.f. of guardrail and guardrail end treatments with a new FHWA-approved, crash-tested, guardrail system. The new systems will utilize steel posts in place instead of pressure treated wood.
- 2) replacing the transition railing systems on the approaches to the Frazier Creek Bridge.

The work will likely commence in May of this year with goal of completion of the project by July, 2021. A complete copy of the proposed contract, including all exhibits, is available for public viewing upon request during normal office hours at the headquarters office of the Department of Public Works. County Counsel has previously reviewed and approved as to form the draft contract as provided in the bid documents.

Upon approval the award, the Department will request that the Contractor provide the required payment bond, performance bond and proof of insurance as required by the specifications. The final contract with bonds and insurance attached will then be resubmitted to County Counsel for final approval as to form.

Attached is a compilation sheet of the Engineer's Estimate and the bids received from six (6) bidders.

RECOMMENDATIONS:

The Director of Public Works respectfully recommends that the Board of Supervisors vote to authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a construction contract with Nevada Barricade & Sign Company Inc. in the base amount of One Million, One Hundred Forty-Nine Thousand Dollars (\$1,149,000) for the Gold Lake Forest Highway Guardrail Upgrades project located on Gold Lake Forest Highway, CR #519, located between State Route 89 near Graeagle and the Sierra County line, all subject to County Counsel final review of the construction contract and Approval as to Form.

Attachment: Bid Results Sheet



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

2F1

Date: January 3, 2021
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Consent Item for March 2, 2021

Item Description/Recommendation: Approve and direct the Chair to sign the following service agreements related to the Ryan White Part B Program for Fiscal Year 2021-2022. Approved as to form by County Counsel. Rhonda Brown (PARTB2122BROWN) \$9,124.00, Great Northern Services, Inc. (PARTB2122GNS) \$61,119.00, Lassen County Public Health (PARTB2122LCPH) \$10,889.00, Modoc County Public Health (PARTB2122MCPH) \$7,390.00 and Sierra County Public Health (PARTB2122SCPH) \$3,000.00.

History/Background: As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs within the five (5) county region of Modoc, Sierra, Lassen, Plumas and Siskiyou counties. Plumas County Public Health Agency will continue to serve to our five county regions for the RW Program.

Ryan White Part B finds provide for the planning, development and delivery of comprehensive outpatient and support services for people with HIV/AIDS and their families. The program is designed to provide direct medical and psychosocial care, support services such as food, housing and utilities, and case management services. The goal of the program is to prolong the health and lives of those living with AIDS, and reduce or avoid future HIV/AIDS health care costs.

Fiscal Impact: There is no fiscal impact to the General Funds as these agreements will be paid with funding from the Ryan White PART B Program (Budget Unit 70560).

Please contact me if you have any questions, or need additional information. Thank you.

C:\Documents and Settings\rosiecolney\My Documents\BOS\Agreements PartB 2122.doc

2F2



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: February 2, 2021
To: Honorable Board of Supervisors
From: Andrew Woodruff, Director
Agenda: Agenda Item for March 2, 2021

Recommendation: Approve and direct the Chair to sign a Professional Agreement Number MAA2021HALL with Les Hall in the amount of \$21,000.00 to provide various services to Public Health related to the Medi-Cal Administrative Activities (MAA) Program for FY 2020-2021, approved by County Counsel.

As the Board is aware, Plumas County Public Health Agency participates in the Medi-Cal Administrative Activities (MAA) Program. This program allows counties, through a system of time studies and cost reports to enhance existing time and activities performed by specific staff relating to administration of Medi-Cal related services. Staff time and activities are enhanced with Federal funds using a formula based on staff classification, organizational structure and duty statements.

The MAA Program is very complex, especially the invoicing which is very detailed and takes a considerable amount of time to prepare. Due to a resignation this past January Public Health does not have the staff to complete various aspects of this program. Time is of the essence to ensure all revenues are captured. Les Hall has agreed to contract with Public Health to perform various MAA duties until a replacement has been hired.

Subcontract between Plumas County Public Health Agency and Les Hall was reviewed and approved County counsel, a copy of which is on file with the Clerk of the Board for your review.

Fiscal Impact: There will be no financial impact on the County General Fund, as this contract is fully funded by the Medi-cal Administrative Activities Program through Public Health.

Please contact me if you have any questions, or need additional information. Thank you.

C:\Documents and Settings\rpenn\My Documents\BOS\MAA-Les Hall Agreement 2021.doc



530-283-6337 OFFICE
530-283-6425 FAX



270 County Hospital Rd, Suite 206
Quincy, California 95971

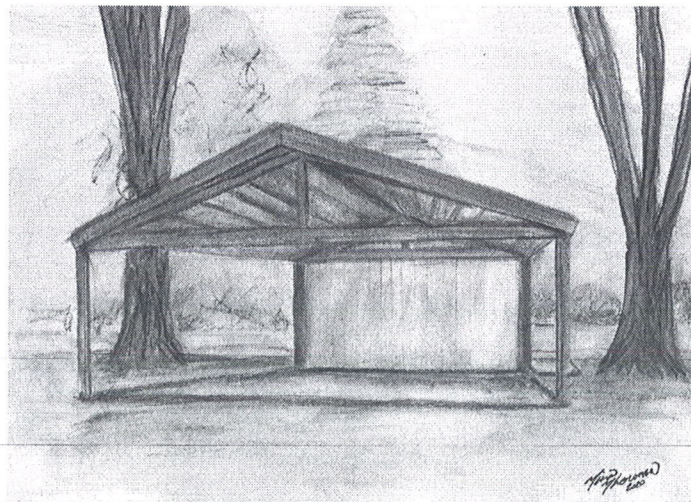


<http://countyofplumas.com/publichealth>

Formal Request for Board Direction for the Quincy Outdoor Theater Project

I, Tristan McMichael, on behalf of the Quincy Outdoor Theater Project and its supporters, formally request for the Plumas County Board of Supervisors to direct Plumas County staff to assist with moving the project forward.

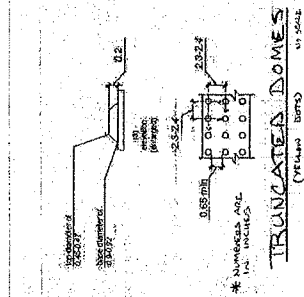
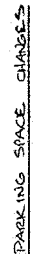
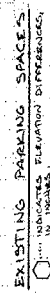
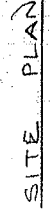
- Permitting - the project is ready to enter the permitting process for construction at Dame Shirley Plaza.
- Construction - pending completion of fundraising, ready for the summer of 2021.
- Operations and Maintenance - by County Facilities Department for scheduling and minor annual maintenance.



SIGN # 1
A REFLECTORIZED SIGN AT LEAST 10 TO 12 INCHES IN AREA OF THE INTERNATIONAL SYMBOL OF ACCESSIBILITY; WHITE ON A DARK BACKGROUND
TO STATE "MINIMUM FINE \$200"
TO STATE "VAN ACCESSIBLE"

SIGN # 2
ALL SIGNS ARE TO BE MOUNTED AT 80" MINIMUM ABOVE ADJACENT GRADE.

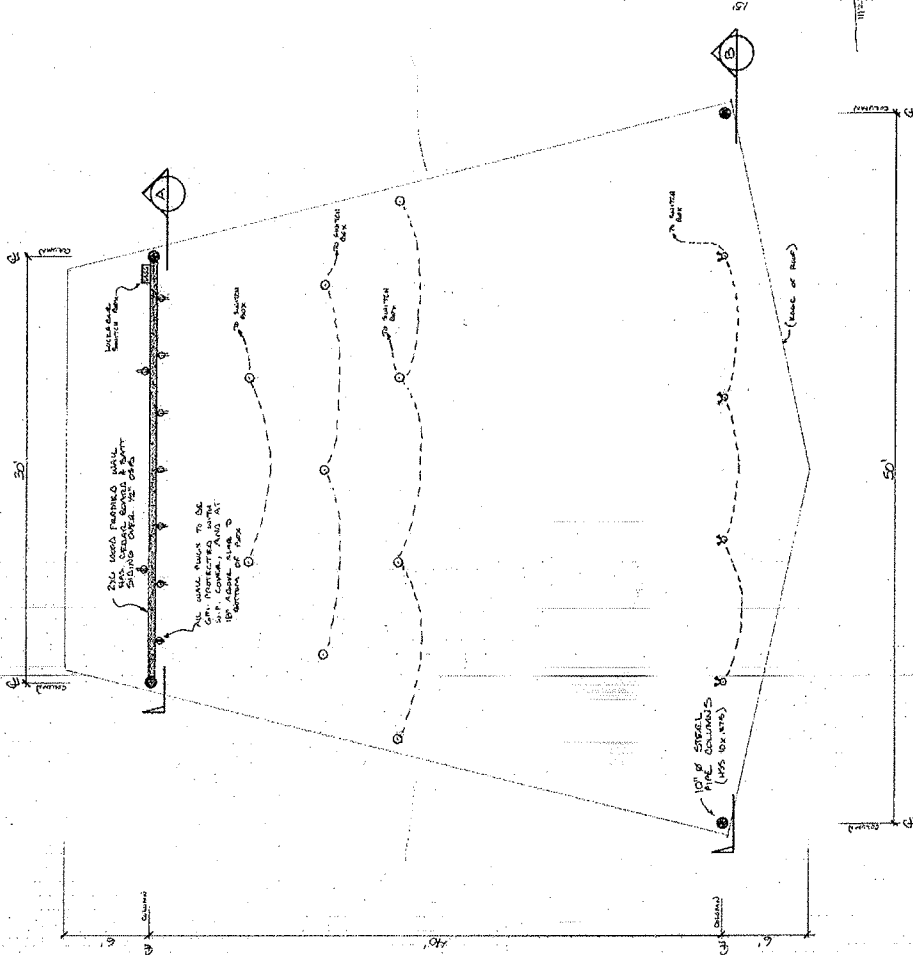
SIGN # 3



TRUNCATED DOMES (YELLOW DOTS) 1/15 SCALE

A NEW GROUND BREAKER
 PLUMBING & HEATING
 1001 W. 13TH ST. CHICAGO, ILL. 60607
 TEL. 312-421-1111

- DEC. 2020
- 44x110" (40)
- SHEET ONE
- OF 6 SHEETS (FRONT)



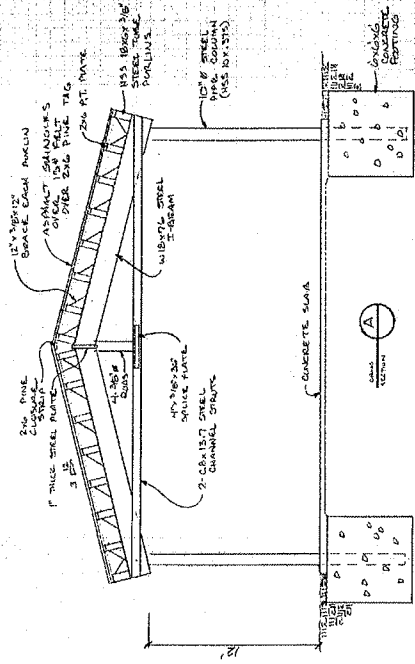
FLOOR PLAN

Code Authority	the production of Performing Arts
Building Code	Occupancy
Type of construction	Type V-B
Allowable area	5,500 sq ft
Actual area	1,600 sq ft
Occupant load	79
Sprinklers required	No

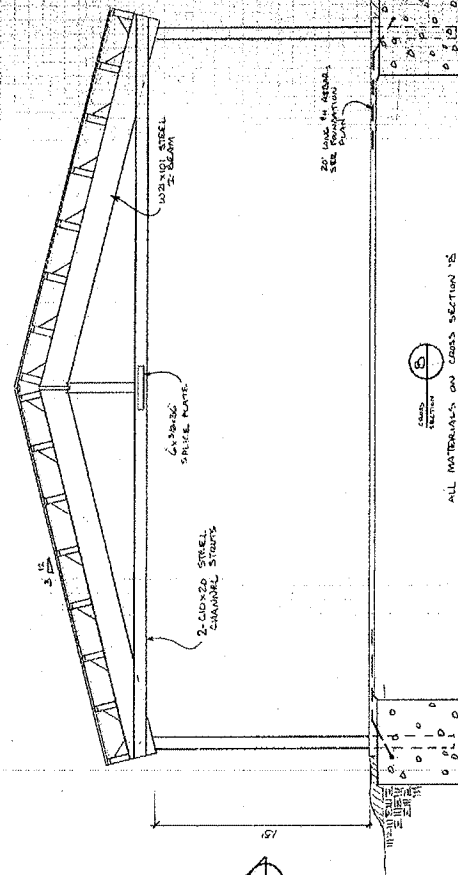
This building must comply with the 2019 edition of the California Building Code, Electrical Code and Phumac County Code.

Do not make changes to this project without first obtaining approval from the Phumac County Building Official.

This building is not subject to WCI Standards.



CROSS SECTION A

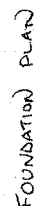


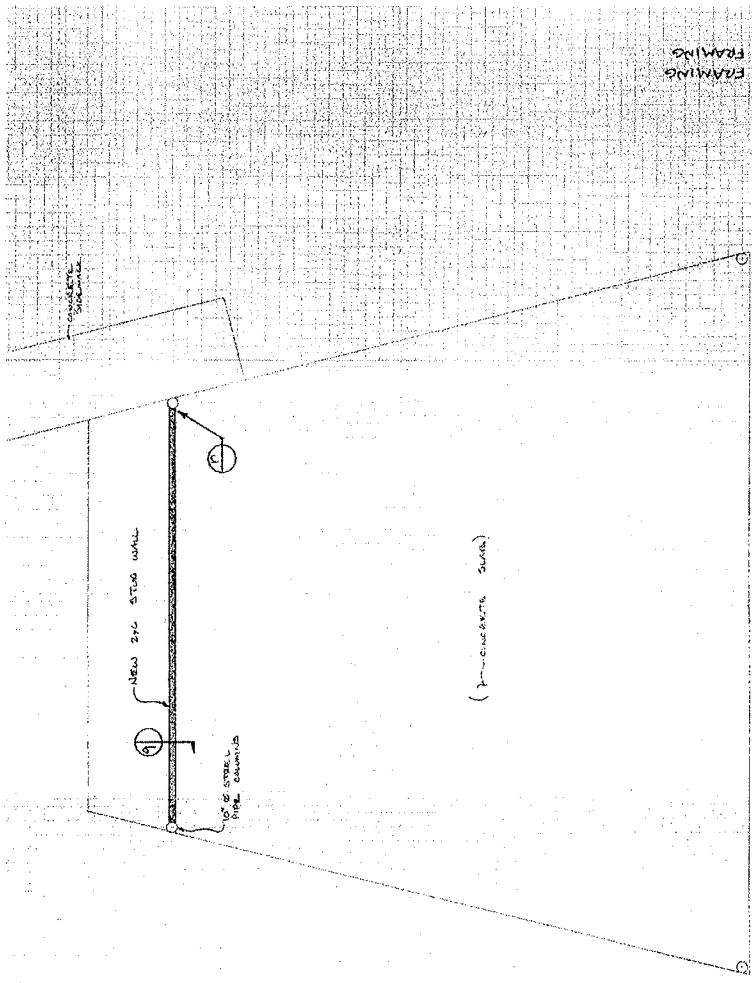
CROSS SECTION B

ALL MATERIALS ON CROSS SECTION IS TO BE THE SAME AS SHOWN IN CROSS SECTION A, UNLESS NOTED.

- NOTES:
- All concrete floorwork must be 4,000 psi concrete. Concrete footings and walls must be 2,500 psi concrete.
 - All concrete finish must be half round, similar to very light brown finish.
 - All electrical wiring must be in flexible metal conduit, except where concealed within the wood framed wall, may be Type NM cable (Romex).
 - All fire alarm must be properly tested, primed and painted, including all fire alarm devices.
 - All walls half round. No special inspection required.

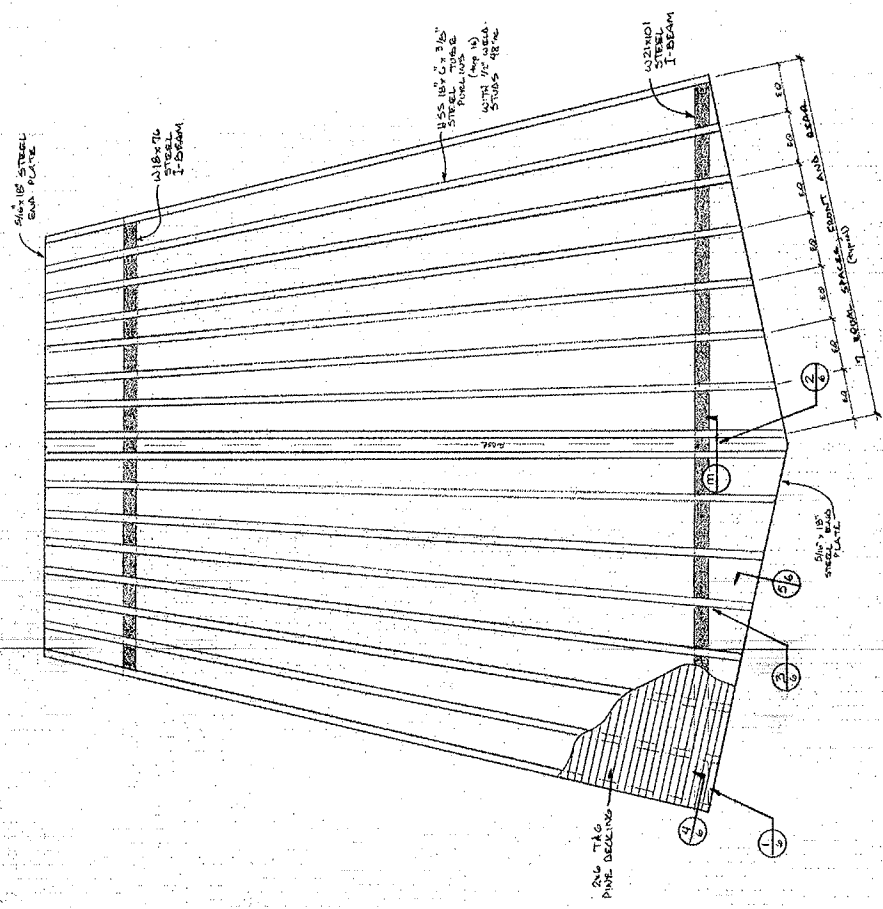
FLOOR PLAN



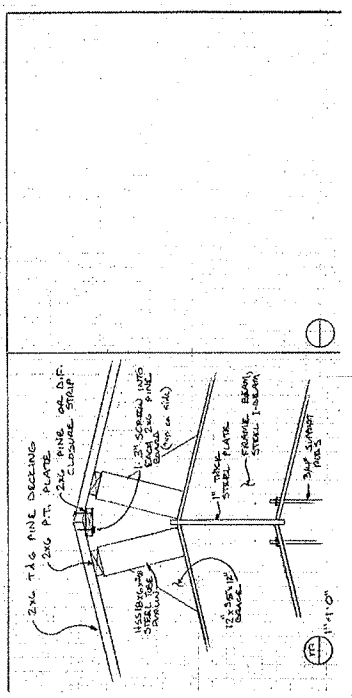
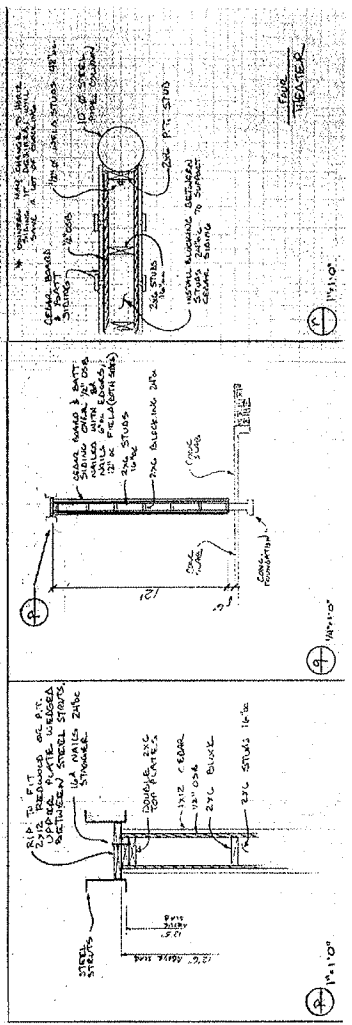


WALL FRAMING PLAN

ROOF FRAMING



ROOF FRAMING PLAN



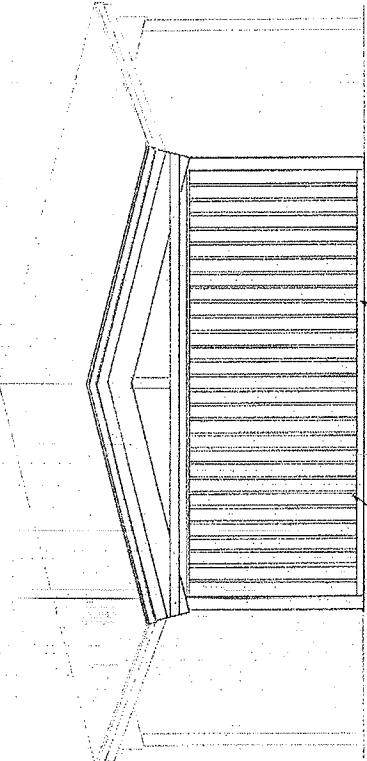
This project must comply with 2019 editions of these California Codes: Building Standard Code; Residential Code; Plumbing Code; Mechanical Code; Electrical Code; Energy Efficiency Code; Planning Code.

GENERAL STRUCTURAL NOTES:

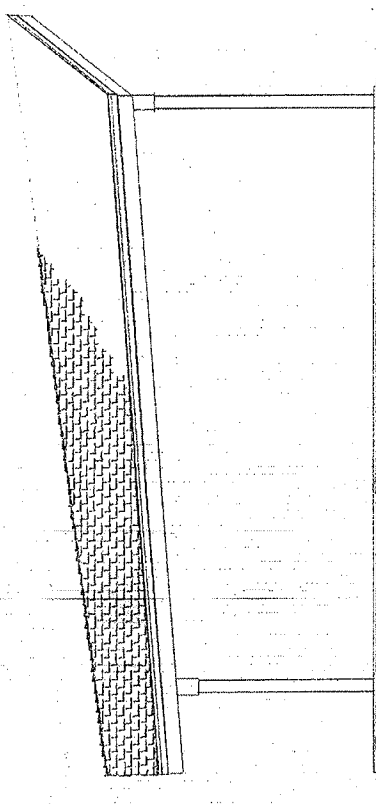
1. Builder shall verify all dimensions and conditions in the field before commencing any portion of the work, and shall notify designer, Engineer and owner in writing of any discrepancies and/or specifications which exist or may be required in order to proceed with the work. Commencement of work shall constitute full acceptance of site conditions.
2. All omissions or discrepancies between the various elements of working drawings and/or specs which may require clarification or additional details shall be brought to the immediate attention of the designer/Engineer in writing before proceeding with any portion of the work. If Builder proceeds without clarification or approval of the designer/Engineer, Builder shall assume all responsibility for such work.
3. Do not scale these drawings.
4. These plans have been specifically prepared for the work shown. Builder is responsible for any temporary shoring and bracing required to perform the work, and to obtain structural calculations, if needed, from a registered Professional Engineer.
5. All construction shall conform to the minimum standards of the latest applicable edition of the Building Code, as required for conventional light frame construction, except where more stringent methods are specifically noted on the plans.
6. It is the builder's responsibility to comply with all safety orders issued by California OSHA, and to ensure that all workers are properly trained and equipped to accept any responsibility for the builder's failure to comply with the requirements.
7. These plans are not complete without the stamp and wet signature of the Engineer, verifying the Engineer's approval of the structure, and without an approval of the local Building Department Official.

WOOD & STEEL NOTES:

1. All steel structural framing members and their fasteners shall conform to the latest edition of the Building Code, and shall be the species and grades as follows, unless noted:
 - 2x6 and 4x framing D.F. 42 or fir
 - 6x framing D.F. 41 or fir
 - 8x framing D.F. 41 or fir
 - 10x framing D.F. 41 or fir
 - 12x framing D.F. 41 or fir
 - 14x framing D.F. 41 or fir
 - 16x framing D.F. 41 or fir
 - 18x framing D.F. 41 or fir
 - 20x framing D.F. 41 or fir
 - 22x framing D.F. 41 or fir
 - 24x framing D.F. 41 or fir
 - 26x framing D.F. 41 or fir
 - 28x framing D.F. 41 or fir
 - 30x framing D.F. 41 or fir
 - 32x framing D.F. 41 or fir
 - 34x framing D.F. 41 or fir
 - 36x framing D.F. 41 or fir
 - 38x framing D.F. 41 or fir
 - 40x framing D.F. 41 or fir
 - 42x framing D.F. 41 or fir
 - 44x framing D.F. 41 or fir
 - 46x framing D.F. 41 or fir
 - 48x framing D.F. 41 or fir
 - 50x framing D.F. 41 or fir
 - 52x framing D.F. 41 or fir
 - 54x framing D.F. 41 or fir
 - 56x framing D.F. 41 or fir
 - 58x framing D.F. 41 or fir
 - 60x framing D.F. 41 or fir
 - 62x framing D.F. 41 or fir
 - 64x framing D.F. 41 or fir
 - 66x framing D.F. 41 or fir
 - 68x framing D.F. 41 or fir
 - 70x framing D.F. 41 or fir
 - 72x framing D.F. 41 or fir
 - 74x framing D.F. 41 or fir
 - 76x framing D.F. 41 or fir
 - 78x framing D.F. 41 or fir
 - 80x framing D.F. 41 or fir
 - 82x framing D.F. 41 or fir
 - 84x framing D.F. 41 or fir
 - 86x framing D.F. 41 or fir
 - 88x framing D.F. 41 or fir
 - 90x framing D.F. 41 or fir
 - 92x framing D.F. 41 or fir
 - 94x framing D.F. 41 or fir
 - 96x framing D.F. 41 or fir
 - 98x framing D.F. 41 or fir
 - 100x framing D.F. 41 or fir
2. Plywood and OSB sheathing shall conform to current APA (U.S. product standards). Sheathing shall be placed with face grain perpendicular to framing, unless noted.
3. Glu-lam beams shall be combination symbol 24/14 species EDP unless noted. Beams shall be constructed in accordance with ANSI Standard A308 and the Building Code.
4. Wood in contact with concrete or masonry to be pressure treated, unless noted.
5. Nail and wood members shall be with common wire nails, of sizes and quality according to the Building Code, unless more restrictive nailing is shown.
6. All masonry and steel wall framing shall be inspected and approved prior to covering.
7. Cripple walls shall be constructed according to the Building Code.
8. Blocking, underlayment and attic venting shall be according to the Building Code.
9. All steel structural members shall be as manufactured by Simpson Strong Tie Co. and shall be installed according to the mfr. instructions.
10. All anchor, lag and machine bolts shall conform to ASTM A307 requirements for unfinished bolts. Bolts in timber shall have standard cut washers, except washers for anchor bolts to be 2" x 1/4" thick. Bolt holes in wood shall not be more than 1/8" larger than the bolt diameter.
11. All steel structural plates and shapes shall conform to ASTM A36 or A992, unless noted.

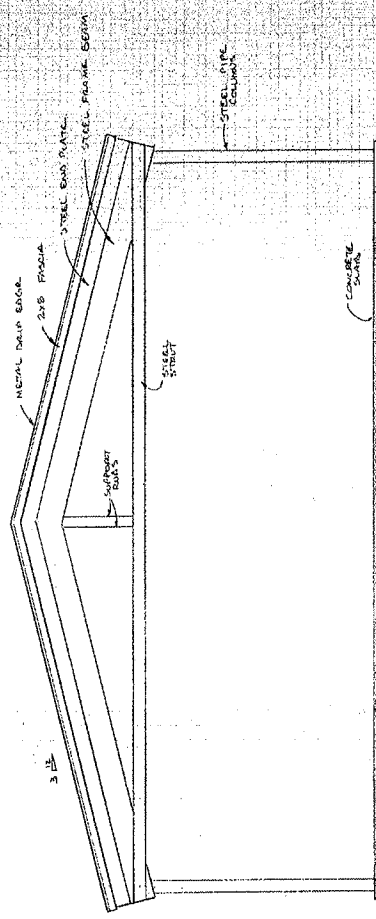


REAR



LEFT

(RIGHT IS REAR ELEVATION)



FRONT

5/12/2020



The Quincy Outdoor Theater Project

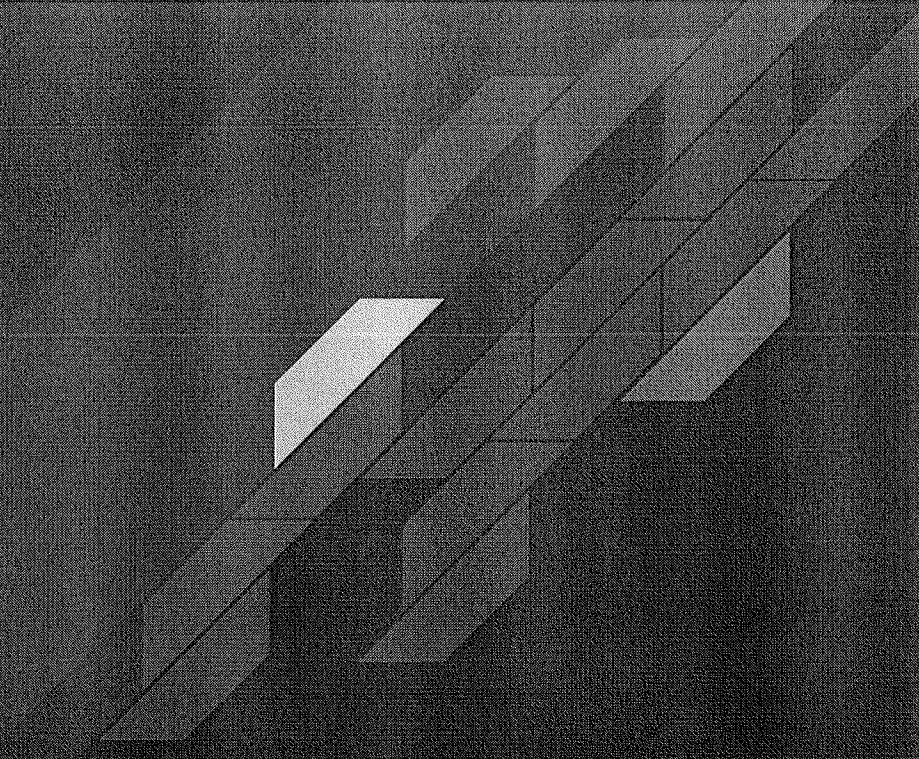
Tristan McMichael's Senior Project

Board Approval Requested for:

- Submitting plans to Building/Planning Dept for approval
- Entering MOU for construction phase with fiscal sponsor
- Owning and maintaining building after completion

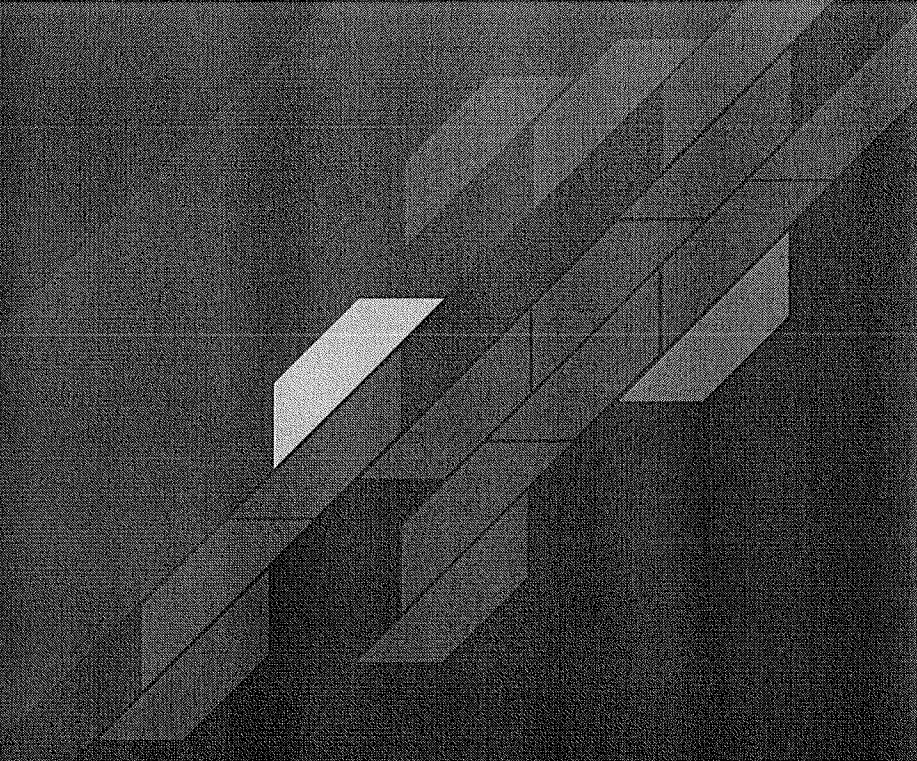
What is the scope of Tristan's Senior Project?

To complete the
planning phase of an
Outdoor Performing
Arts Venue

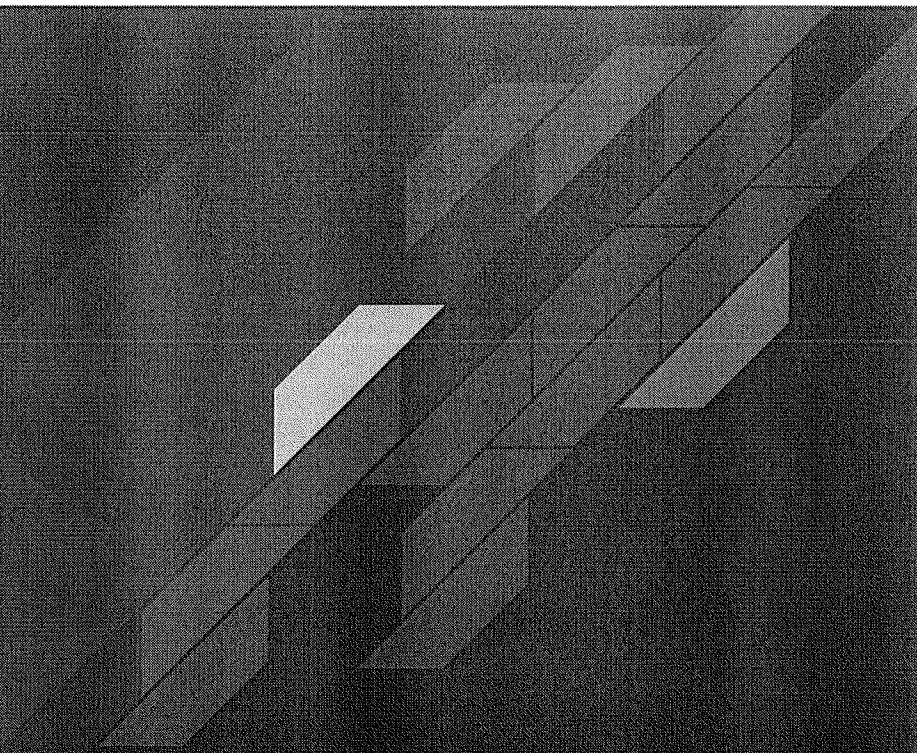


How will the project be completed after plans are submitted?

- Not as senior project
 - Potential for new student project
- Community support and fiscal sponsor (Plumas Performing Arts)

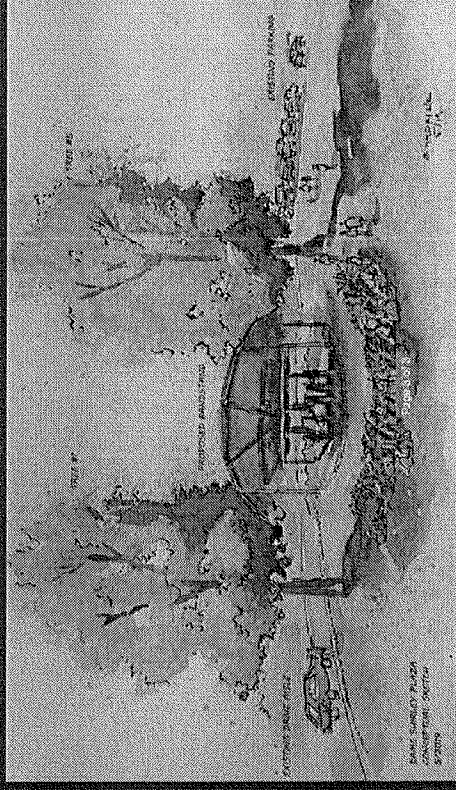


How did
we get
here?



Initial Meeting on 08/08/2019

- Supervisor Lori Simpson and County Administrator Gabriel Hydrick
- Many years of community support for concept
- Project feasibility
- Benefits to community



Painting by Gabriel Hydrick

Meeting with Planning Department on 01/30/2020

- What would it take to get the theater permitted?
- Explored use of volunteer labor
- County willingness to own project
- Long Term Management and O&M Costs
- Understanding that new court construction could require relocation of theater to Gansner Park



Leap Day Spaghetti Feed on 02/29/2020

- Community outreach
- Collaboration with local businesses and organizations
- Raised money for permitting costs with any excess going toward construction



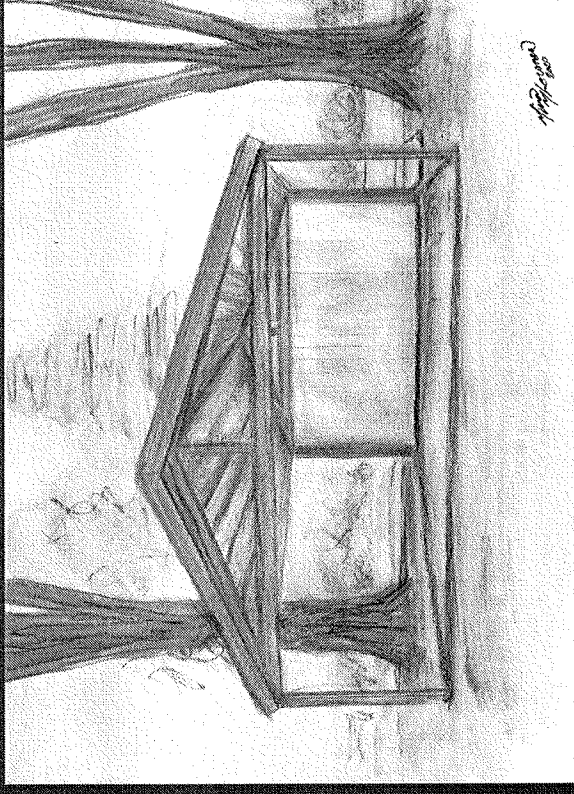
Meeting with Plumas Performing Arts (06/01/2020)

- Fiscal sponsorship for planning and construction
- Plan for memorandum of understanding with county for construction phase
- plumasperformingarts.org



Design Process to Date

- Met with Ken Roper on 07/10/2020 to scope the design of the theater.
- Engineering and design services donated by Ken Roper and Jim McIntyre (Oak Knoll Engineering)
- Plans are finished as of December 2020
 - Ready for submission for building permit
 - Review by Quincy design and committee



Rendering by Tina Thorman

What has been addressed:

Area of Concern	County Office and Contact
Fiscal Sponsor (Construction Phase)	Plumas Performing Arts, Marty Walters
Use of portable toilets in lieu of permanent restrooms	Environmental Health, Rob Robinette (10/26/2020)
Identified Sources for Donated Materials	Tristan McMichael

What needs to be addressed:

Area of Concern	Party
Cost of operations and maintenance (County taking over these costs)	Facility Services
Reservations and use agreement	Facility Services
Building design and permits	Building Services
Donated labor (County protocol)	County Administrator
Donated materials (County protocol)	County Administrator
Community design integration, land use	Planning Department
Identifying construction manager	Tristan McMichael/Marty Walters/PPA
Identify remaining material needs	Tristan McMichael
Concrete pad for portable toilets	Ken Roper
Ability to relocate to Gansner Park in event of court expansion	Ken Roper

Board Approval Requested for:

- Submitting plans to Building/Planning Dept for approval
- Entering MOU for construction phase with fiscal sponsor
- Owning and maintaining building after completion

4A



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Date: January 26, 2021

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Non Consent Item for March 2, 2021 and 10 MINUTE PRESENTATION

Recommendation:

- a. Receive a Presentation on the Health Access Vending Machines (HAVEN) Project; and
- b. Approve the attached Resolution to accept grant funds from Anthem in the amount of \$33,608.00 to purchase and operate Public Health vending machines at four locations in Plumas County; and
- c. Approve the attached Supplemental Budget in Public Health Budget Unit 70560, Account #542600 Equipment Fixed Assets in the amount of \$33,608.00; and
- d. Authorize the Director of Public Health to sign as the Boards Designee.

Background: Plumas County Public Health Agency has been awarded funding from Anthem to further our mission to *"promote and protect individual and community health and well-being"* by installing public health vending machines as an innovative way to increase access to much needed Public Health materials to communities affected by geographic remoteness, stigma and financial inequalities. This extension of already existing programs will help deepen our commitment to a community of healthy and socially connected people, and will show leadership and innovation as the first county in the state to extend health access in this way.

PCPHA has thoroughly researched the safety, legality, and efficacy of expanding services in this manner. Residents will be able to access these machines during operating hours at the county's Wellness/Resource Centers. Restrictions will be placed on certain items based on age of program participant and frequency of obtaining products.

A copy of the Presentation, a Letter of Support from Anthem, the Resolution and the Supplemental Budget is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.



Plumas County Board of Supervisors
520 Main St
Suite 309
Quincy, CA 95971

RE: Health Access Vending Machine (HAVEN)

Dear Plumas County Board of Supervisors:

On behalf of Anthem Blue Cross, I am pleased to provide this letter of support to Plumas County Public Health (PCPH) for their Health Access Vending Project (HAVEN). Anthem is committed to supporting our Medi-Cal population across the State of California and is appreciative of our partnership with PCPH in serving our members on a local level. Anthem has worked closely with PCPH on several initiatives and we are excited to improve access to care for those living in rural communities through this project.

Anthem serves 2,766 Medi-Cal members in Plumas County with a strong commitment to addressing their health care needs. We recognize the dedication PCPH has to providing care to the residents of their community and we are excited to be part of that work. I look forward to addressing any questions you have about the project and our ongoing work with PCPH.

Sincerely,

A handwritten signature in black ink, appearing to read "Alicia Pimentel", is written over the word "Sincerely,".

Alicia Pimentel, Program Manager

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: **Public Health** Dept. No. **70560** Date **1/26/2021**

The Reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
B. ☒ Supplemental Budgets (including budget reductions)
C. ☐ Transfers to/from or new Fixed Asset, out of a 51XXX
D. ☐ Transfer within Department, except fixed assets, out of 51XXX
E. ☐ Establish any new account except fixed assets

Approval Required

Board
Board
Board
Auditor
Auditor

☐ TRANSFER FROM OR

☒ SUPPLEMENTAL REVENUE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	45143	Misc Health Contracts	\$ 33,608.00
			Total (must equal transfer total)	\$ 33,608.00

☐ TRANSFER TO OR

☒ SUPPLEMENTAL EXPENDITURE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	542600	Equipment	\$ 33,608.00
			Total (must equal transfer total)	\$ 33,608.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support request.

RESOLUTION NUMBER: _____

A RESOLUTION TO ACCEPT GRANT FUNDS FROM ANTHEM IN THE AMOUNT OF \$33,608.00 TO PURCHASE AND OPERATE PUBLIC HEALTH VENDING MACHINES AT FOUR LOCATIONS IN PLUMAS COUNTY.

WHEREAS, Plumas County Public Health will accept funds from Anthem in the amount of \$33,608 to operate public health vending machines at Wellness/Resource centers to bring resources to communities affected by geographic remoteness and transportation factors; and

WHEREAS, Vending machines shall include access to preventative health care products and health education; and

WHEREAS, Our communities will be provided the resources not always readily available and will gain access to much needed supplies with the fear of judgment or shame.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors, County of Plumas, State of California, as follows:

1. Approve and accept grant funds from Anthem in the amount of \$33,608 to Purchase and operate public health vending machines at four locations in Plumas County; and
2. Authorize the Director of Public Health to sign the Agreement and any future Amendments related to the Agreement as the Board's designee.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of March 2021, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

(A) Unanticipated revenue received from Anthem for vending machines

(B) N/A

C 2020/21 expenses

(D) N/A

Approved by Department Signing Authority:

Pedric Roben

☒ Approved/Recommended

☐ Disapproved/Not recommended

Auditor/Controller Signature:

John MA

11

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

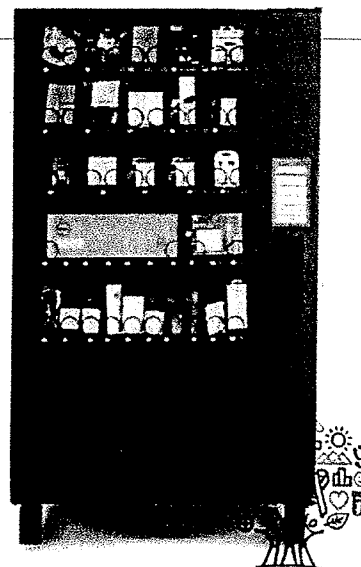
A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



Plumas County Public Health Agency HAVEN Project

What is the **HAVEN** Project?

- **HAVEN**, stands for **H**ealth **A**ccess **V**ending **N**etwork
- These machines will act as a safe haven for people to access stigma-free preventative health services.
- In partnership with Anthem, Behavioral Health, and Plumas Crisis Intervention and Resource Center, Plumas County Public Health will purchase four medical-grade vending machines to offer low-barrier health products to Plumas County residents.



Plumas County Health Disparities

- Our 2020 Plumas County Community Health Assessment (CHA) identified several disparities with regard to the rural nature of our county
- Recent studies have brought to light both the significant gap between the health of rural and urban populations; and some of the differences between rural and urban areas are thought to contribute to the gap. For example, people living in rural areas are more likely to die from heart disease, cancer, unintentional injury, chronic lower respiratory disease, and stroke than people living in urban or suburban areas.



Plumas County Health Disparities

- One of the most prevalent and persistent rural health challenges is access to healthcare.
- Residents of rural areas lacking reliable access to transportation face even greater barriers to securing specialty care, such as challenges arranging travel over long distances to receive care.
- PCPHA offers many free preventative care services, but many residents outside the Quincy area have difficulty accessing them.



Stigma

- In the 2020 CHA, stigma was also identified as a significant barrier to accessing care.
- Many residents do not seek assistance or services from Behavioral Health or Public Health due to fear of being recognized, judged and shamed.
- The Behavioral Health Wellness Centers and PCIRC Resource Centers have been identified as places people feel comfortable receiving services without stigma. People could be in there for a variety of reasons, and no one passes judgement.



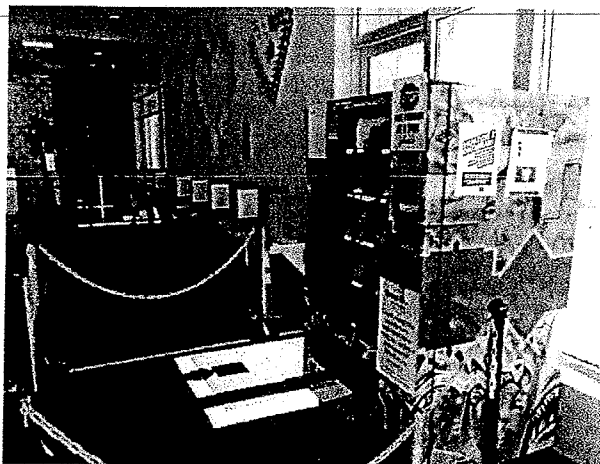
Pandemic response

- Right now we want to encourage less people-to-people interactions.
- PCPHA staff are already stretched thin, dealing with the county's response to the pandemic. Less time to provide essential preventative services, though the need is still there.



HAVEN Project

- To eliminate these barriers, PCPHA proposes placing vending machines (called HAVEN Machines) with free, preventative health supplies at the Chester Wellness Center, Greenville Wellness Center, Portola Family Resource Center, and the PCPHA lobby.
- After PCIRC rebuilds the Quincy site, the HAVEN Machine located at Public Health will be relocated to PCIRC's Resource Center.



Branding

- Both Plumas County Public Health Agency and Anthem Blue Cross' brands will be displayed on the HAVEN Machines.
- Anthem is looking at the possibility to build a network of easy-access preventative health vending machines in participating counties.,
- Plumas County will retain ownership of all HAVEN Machines purchased with these funds.



**Plumas County
Public Health Agency**

GROWING HEALTHY COMMUNITIES

Anthem 



What's inside

- Products may change based on the needs of our communities.
- To start, each HAVEN Machine will contain Tobacco Quit Kits, PPE face coverings, emergency contraception, pregnancy tests, condoms, personal lubrication, insulin syringes, muscling syringes, sharps containers, drug deactivation systems, take-home HIV tests, naloxone, fentanyl testing strips, lockable pill containers, oral health kits, hygiene kits, personal grooming kits, and hand sanitizer.



What's inside

- All products will be packaged in discreet boxes with the PCPHA logo on them.
- Products will also contain health education materials and information on other services offered in the county.
- This program will act as an expansion of the many programs already offered at Public Health.



How to access

- Plumas residents will be able to register to get a mag strip card to access the vending machines at any of their locations.
- Demographic information will be collected at the time of registration. HAVEN Machine software will collect real-time data to better understand the needs of our communities.
- All of the products offered will include product information and education.



Safety Precautions

- HAVEN Machines will be accessible during regular operating hours of the Wellness/Resource Centers.
- Controls will be set on the machine. Some items will only be available once a week. Some items will only be available once a month.
- HIV tests, insulin syringes, muscling syringes, and fentanyl testing strips will only be accessible to people 18 and older.
- People ages 12-17 can receive mag strip cards that allows them restricted access to the HAVEN Machines.



Additional education

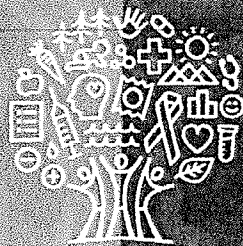
- HAVEN Machines will be equipped with touch screen displays that show each product along with product descriptions.
- This provides the opportunity to offer further health education and referrals to other county services.
- Additional educational materials will be available at each site as well.



- “Your zip code shouldn’t determine how long you live, but it does.” Dr. Anthony Iton
- By expanding access to services, Plumas County’s residents WILL live longer, healthier lives.

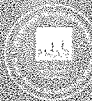


Questions??



РСРНА

BRIMLEY COUNTY PUBLIC HEALTH AGENCY



**James Wilson,
Health Education Coordinator**

(530) 283-7099

JamesWilson@countyofplumas.com



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

4B

Kevin Correira
Director

Plumas County Board of Supervisors,,

I would like to add an additional full-time employee to our staff at facility services due to the ever-increasing work load that facility services are taking on.

Before the housing market crash and when logging was in full swing we had 11 employees working at building and grounds and at the time that is all they did, I even remember one of them was full time jail maintenance. At that time, we had also just taken over the airports just a few years earlier.

But as time went on facilities inherited the parks, ARC, new Law Library, New County Annex Building that is twice as big as the old one and now the bio mass plant. I'm sure this doesn't seem like much to some folks but we keep this department going and getting things done with the 6 maintenance workers that our department has been reduced to.

With the addition of the new Bio Mass Plant we are just stretched to our breaking point, we have guys working day and night, weekends and holidays to keep this plant in operation. During the cutting season we have two or three extra help guys that work their 29 hrs a week to help out until October which helps, this year we kept one of them into winter to help out with the biomass and help out with facilities stuff as well.

So far this year we've had a few hiccups getting things rolling at the bio mass with the destruction of a bin, wet fuel, etc..... I've had 6 guys working on this facility off and on from December to Jan 31st and in total I have over 200 hours already that someone has been at the biomass facility instead of doing the regular work that should normally be assigned to them through facilities. For instance - Dustin is at 147hrs, Chandler is at 30hrs, Bruce has 7hrs, Brandon has 8hrs, Keith has 21hrs, and Vince has 8hrs. as you can see it is way more than "checking gauges and flipping switches"

I thought we all were on the same page last year when I asked for an additional FTE, everyone agreed and then somehow it got dropped, I'm sure a lot of folks have noticed that we are not getting out to jobs as quick as we were due to no one being available and I would like to remedy that.

Thank You,
Kevin Correira, Director

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR
FISCAL YEAR 2020/2021

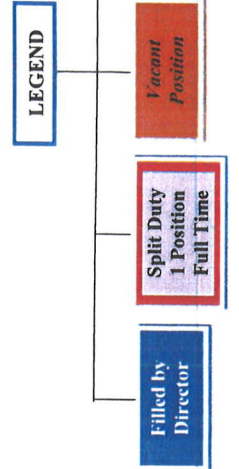
1. Is this a legitimate business, statutory, or financial justification to fill the position? *yes*
 2. Why is it critical that this position be filled at this time? *WE HAVE MORE WORK THAT CAN BE DONE.*
 3. How long has this position been vacant? *THIS IS A NEW ALLOCATION*
 4. Can the department use other wages until the next budget cycle? *WE CAN WAIT UNTIL NEW BUDGET TO HIRE*
 5. What are staffing levels at other counties for similar departments and/or positions?
UNKNOWN
 6. What core function will be impacted without filling the position prior to July 1st?
NONE
 7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1st?
DEPENDS ON THE TIME THE NEW BIO MASS NEEDS TO MAINTAIN - SOME JOBS MAY NOT BE ATTENDED TO IN A TIMELY MANNER.
A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
NONE
 8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
NO
 9. Does the budget reduction plan anticipate the elimination of any of the requested positions?
NO
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
10. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
NO.

Current Allocation Organizational Chart
As of 06/29/2018

```
graph TD
    Director[Director Services & Airports  
Kevin Correia] --> DepartmentFiscal[Department Fiscal Officer  
Rob McAdams]
    Director --> EOCLogistics[EOC Logistics Section Chief - K.C.]
    Director --> EOCAssistantLogistics[EOC Assistant Logistics Section Chief  
J. Stefanie]
    DepartmentFiscal --> AdministrativeAssistant[Administrative Assistant  
Debby Smith  
(Part time)]
    DepartmentFiscal --> FacilityMaintenanceSupervisor[Facility Maintenance Supervisor II  
J.D. Moore]
    AdministrativeAssistant --> OHVCoordinator[OHV Coordinator  
Kevin Correia]
    AdministrativeAssistant --> ParksCoordinator[Parks Coordinator  
Kevin Correia]
    OHVCoordinator --> OHVGrantFundFiscal[OHV Grant Fund Fiscal Officer  
Rob McAdams]
    OHVGrantFundFiscal --> HallAttendantPT1[Hall Attendant PT  
Portola B. Rodriguez]
    OHVGrantFundFiscal --> HallAttendantPT2[Hall Attendant PT  
Greenville L. Andrews]
    OHVGrantFundFiscal --> HallAttendantPT3[Hall Attendant PT  
Chester K.J's Cleaning]
    OHVGrantFundFiscal --> HallAttendantPT4[Hall Attendant PT  
Quincy Rob McAdams]
    ParksCoordinator --> MaintenanceWorker2[Maintenance Worker II  
B. Thornton]
    MaintenanceWorker2 --> SeasonalHelp[Seasonal Help  
PT Temp  
2 positions]
    SeasonalHelp --> CampgroundHost[Campground Host  
B&M Short]
    FacilityMaintenanceSupervisor --> MaintenanceWorker3[Maintenance Worker III  
Bruce Robbins]
    MaintenanceWorker3 --> MaintenanceWorker4[Maintenance Worker III  
Vince Short]
    MaintenanceWorker4 --> MaintenanceWorker5[Maintenance Worker I  
Keith Holmes]
    FacilityMaintenanceSupervisor --> MaintenanceTech1[Maintenance Tech I  
Dustin Vert]
    FacilityMaintenanceSupervisor --> AirportMaintenanceWorker3[Airport Maintenance Worker III  
Bruce Robbins]
    AirportMaintenanceWorker3 --> AirportManager1[Airport Manager  
Rogers Field  
Kiwani Murphy]
    AirportManager1 --> AirportManager2[Airport Manager  
Nervino FBO  
Herb Bishop]
    AirportMaintenanceWorker3 --> AirportManager3[Airport Manager  
Gansner Field  
K. Correia]
    AirportManager3 --> ContractEngineer[Contract Engineer  
Brandley Engineering]
    ContractEngineer --> FAAGrantFundFiscal[FAA Grant Fund Fiscal & Admin Officer  
Rob McAdams]
    EOCLogistics --> ADACoordinator[ADA Coordinator  
Kevin Correia]
    ADACoordinator --> AirportMaintenanceOperations[Airport Maintenance & Operations - K.C.]
    AirportMaintenanceOperations --> AirportCIFAAGrantFunds[Airport CIFA & State Grant Funds - K.C.]
    EOCAssistantLogistics --> AirportCIFAAGrantFunds
```

LEGEND

- Filled by Director
- Split Duty 1 Position Full Time
- Vacant Position
- Contract, Seasonal or Part Time



**RESOLUTION TO REVISE PLUMAS COUNTY POSITION ALLOCATION FOR
FACILITY SERVICES TO FLEXIBLY ALLOCATE THE POSITIONS OF BUILDING
AND GROUNDS MAINTENANCE WORKER I/II/III FOR DEPARTMENT #20120**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, this position is necessary in the daily operational needs of the Facility Services' Department; and

WHEREAS, the Human Resources Director will amended the position allocation plan to add the additional 1.0 FTE for the classification of Building and Grounds Maintenance Worker I, II, or III; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2020/2021 Position Allocation for fund #20120; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2020/2021 Position Allocation to flexibly allocate and add 1.0 FTE to the following positions:

<u>Facility Services</u>	<u>Current FTE</u>
Building and Grounds Maintenance Worker I, <i>OR</i>	3.00
Building and Grounds Maintenance Worker II,	
	<u>Proposed FTE</u>
Building and Grounds Maintenance Worker I, <i>OR</i>	4.00
Building and Grounds Maintenance Worker II, <i>OR</i>	
Building and Grounds Maintenance Worker III	

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the ____ day of _____, 2021 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4C

Memorandum

DATE: February 17, 2021
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *TJ*
SUBJECT: Agenda Item for the meeting of March 2, 2021

Recommended Action:

Supplemental budget request for grant award in the amount of \$105,000.00 from the State of California, Department of Parks and Recreation, Division of Boating & Waterways for the purchase of new Sheriff's patrol boat.

Approve the fixed asset purchase of the new patrol boat with any additional needed options not to exceed the \$105,000.00 in total cost.

Sign Purchase Agreement from Boulton Powerboats in the amount of \$98,664.64.

Authorize the auditor to issue the required deposit amount of \$19,732.93 to Boulton Powerboats as indicated in the purchase agreement.

Background and Discussion:

On October 13, 2020, the Board of Supervisors authorized the Sheriff to sign and execute a grant agreement for the Law Enforcement Equipment Grant Program with the Department of Parks & Recreation, Division of Boating & Waterways – Grant Number #C20L0617 in the amount of \$105,000.00 for the purchase of a new law enforcement patrol boat.

A request for bids was sent out and the only responsive bidder was Boulton Powerboats. The bid was approved and the Purchase Agreement was provided by the vendor. County Counsel has reviewed and approved the Purchase Agreement.

A supplemental budget is necessary for this unanticipated grant revenue and expense.

All requirements of the grant agreement will be followed for this purchase.

ORIGINAL

State of California -- Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
DIVISION OF BOATING AND WATERWAYS
GRANT AGREEMENT

ORIGINAL

GRANTEE: Plumas County Sheriff's Office
GRANT TITLE: Boating Safety and Enforcement Equipment Grant - FY 2020 / 21
GRANT NUMBER: C20L0617
GRANT AMOUNT: 105,000.00

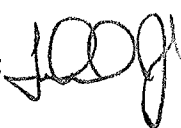
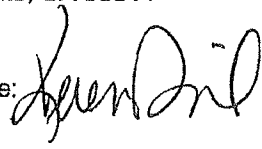
GRANT AGREEMENT TERM: Date Fully Executed* through fifteen (15) years.

GRANT PERFORMANCE PERIOD: Date Fully Executed* through one (1) year.

The Grantee agrees to the terms and conditions of this contract, hereinafter referred to as Agreement, and the State of California, acting through its Director of the Department of Parks and Recreation, and pursuant to the State of California agrees to fund the total state grant amount indicated below. The GRANTEE agrees to complete the SCOPE OF WORK as defined in the Agreement.

Exhibit A Grant Terms and Conditions, Exhibit B General Terms and Conditions, Exhibit C Contractor Certification Clauses, Exhibit D Doing Business with California, Exhibit E Darfur Contracting Act, Exhibit F Recycled Content Certification, and Exhibit G Scope of Work/Budget (Application), are attached and made a part of and incorporated into the Grant Agreement.

This grant award is funded by the Sport Fish Restoration and Boating Trust Fund, administered by California Department of Parks and Recreation, Division of Boating and Waterways. The Federal FY 20 award, 3320FAS200106 to California; \$5,826,180.

Grantee: Plumas County Sheriff's Office Address: 1400 East Main St., Quincy, CA 95971 Name of Authorized Representative: Todd Johns Title of Authorized Representative: Sheriff Authorized Signature:  Date: 10/15/2020 Name of Project Representative: Roni Towery Phone: 530-283-6396 Email: roni@pcso.net	Agency: Department of Parks and Recreation Division of Boating and Waterways ATTN: Johanna Naughton Address: One Capitol Mall, Suite 500 Sacramento, CA 95814 Authorized Signature:  Printed Name: Keren Dill Title: Staff Services Manager II Date: 10/27/2020
---	--

Approved as to form:


Gretchen Stuhr

Deputy Plumas County Counsel

ORIGINAL

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

A) Supplemental budget request for grant award for new patrol boat

B) N/A

C) Expenses are anticipated to be incurred this fiscal year

D) Grant award agreement from Boating & Waterways

Approved by Department Signing Authority:

Ron Tower

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



6241 Crater Lake Hwy
Centralpoint OR 97502
541-826-7330

DATE:	EST. #
2/9/2021	

CLIENT CONTACT INFORMATION:		PURCHASE AGREEMENT	
NAME:	Plumas County Sherriff's Office	MAKE	MODEL
ADD:	1400 E Main Street - Quincy Ca.	Boulton	Sentinel
PHONE:	530-816-0430	LENGTH	CONFIGURATION
EMAIL:	james@pcso.net	21'	Outboard
HULL#			

BOAT SPECIFICATIONS			
Bottom Thickness:	.190"	Fuel Tank (gallons)	70
Side Thickness:	.125"	Bottom Width:	76.5"
Beam Width:	102"	Bottom Degree:	16°
Side Height:	36"	Transom Style:	30X30X25 ET

BASE MODEL PRICE	Sentinel 21' Forward Helm	\$28,225.60
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Included In Base Model Price

4	Lifting / Turning Strakes Fully Welded	
1	Bow Anchor Shield	DIAMOND PLATE
1	Anchor Plate	
4	Rod Gripper Brackets on Both Sides	
1	Foredeck	DIAMOND PLATE
1	Large Bow Storage w/ Hatch Lid	
1	Center Step	DIAMOND PLATE
4	Hand Rails	STANDARD W/ DOWNRIGGER BRACKETS
5	Tie Down Cleats	8"
1	Forward Helm Step -Thru Windshield w/ SS Latch	
1	Glove Box w/ Locking Lid & Grab Handle	SMOOTH
2	Full Side Storage Trays w/ trimloc	
2	Cup Holder (painted)	
1	EPA E Valve	
1	Tinted Glass	STANDARD
1	Fuel Filter	
1	Zinc Anode	
2	Windshield Wipers	
1	Deluxe Wash Down w/ Quick Connect Hose	
1	Navigation Lights	
1	Anchor Light	
1	Electric Horn	
1	Switch Panel with 12 Volt Power Point Receptacle	
1	Heavy Duty Marine Battery	
1	Bilge Pump 1100 GPH w/auto float switch	
1	No Feedback Steering w/Steering Wheel	
1	Swim Ladder - Stainless - 3 Step	STANDARD
1	Marine HDO Plywood Floorboards	
4	HD Marine Vinyl Floor Covering	
1	SS Floor Screws & Staples	
1	Interior paint	COLOR

Boat Options / Accessories Package	\$22,724.00
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Boat Hull Options

0.250" Bottom (18'-23')
Walk-thru bulkhead door
Walk-thru transom door
Offshore Bracket: Single Motor 30"
Bow Tow Post
Transom Tow Post with line spool
Wrapped Rear Handrails (vertical down transom 12")
Law Enforcement 6'8" Radar Arch
Single Rub Rail ("D" Rubber)
-

Boat Storage Options

Locking Rod Compartment w/Holders 9' (port side)
Locking Rod Compartment w/Holders 9' (starboard side)
Under Console Storage Box w/Lock (starboard)
Under Console Storage Box w/Lock (port)
Spray Foam- fill all underfloor structure Stethin#a-2 or equivalent
All Storage compartments with lockable latches
-

Boat Rigging Options

1	2nd Battery w/Switch
1	12v distribution panel (6 position)
1	Bilge Pump 1100 gph (2nd)
2	Port and Starboard overhead helm dome lights
4	12v Charging Station w/ 2 USB Ports and cigarette lighter outlet P&S rear gunnell
1	Whelen Law Enforcement Pckg (to be supplied by PCSO)
1	Wiring and installation of law enforcement electronics package
1	Wire and Install Fish finder to power up (set up is additional)
1	Garmin GPSMAP® 1042xsv with Transducer (010-01740-21)
1	NEMA 2000 for engine management gauges
	-

Interior Package	\$1,300.00
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Carpet- Tray Up and all storage compartments
-

Seating Package	Seat Selection	Base Selection	\$5,556.20
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Helm Seating (starboard)	Rivermaster seat w/folding arms		WPS-HS7 Suspension Base	
Helm Seating (port)	Rivermaster seat w/folding arms		WPS-HS7 Suspension Base	
Aft Cabin Seating	Bench Seat (18" x 36") per pr		Deluxe Locking Seat Box	
Added Seating Options 1	-		-	
Added Seating Options 2	-		-	
Swivel Options	Helm PRT	Lock w/ Slide	Helm STB	Lock w/ Slide
	AFT Cabin	NONE	Added	NONE

Top / Canvas Selection	\$3,874.00
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CANVAS COLOR	Black
Welded Frame w/ handrails, top grab rails, upper trays, canvas top, sides & drop curtain boot 8'	
-	

Exterior Wrap Color / Graphics	\$1,040.00
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Boulton Logo	COLOR:	TBD
1/2 Outside Vinyl (standard colors) with contrast striping	COLOR:	TBD
NONE	STYLE:	

Power/ Engine Rigging / Fuel Tank Package	\$27,626.82
--	--------------------

Engine Rigging
Engine Rigging - Control (Flush Mount), Tach, Hydraulic Steering
Outboard Installation - motor install
-

Engine
Honda BF250DXRA
-

Prop
Stainless Steel Props (performance)
-

Kicker
-

Fuel Tank
70 Gallon Fuel Tank (Exchange) tank #

Accessories
-

Trailer Package		\$7,874.10
EZ Loader Trailers		
Ez Loader T-T96BT 19-22 5200#		
EZ Loader Trailer accessories		
Dual Disc Brake 4000# - 6200#		
Spare Tire and Carrier		
Chine Load Guides-dual Axle		
-		
All required training and schematics		\$1,560.00
Freight	Location: Plumas County Sherriff's Office	\$520.00
	MSRP	\$100,300.72
FIRST RESPONDER	DISCOUNT	\$8,305.72
	PACKAGE PRICE	\$91,995.00
CALIFORNIA SALES TAX (7.25%)		\$6,669.64
TOTAL PRICE WITH SALES TAX		\$98,664.64
	DEPOSIT	\$19,732.93

Signed proposal along with applicable deposit is required to get all new boats into build schedule.

PURCHASING PROCESS

Please review all details of the estimate provided to you by Boulton Powerboats. Once the estimate has been reviewed and is accepted customer can send an email or phone call to proceed. At this time you will receive a PURCHASE AGREEMENT from Boulton Powerboats. Once this is received it must signed and returned along with you deposit. Once all paperwork is processed your boat will be placed on the build schedule. You will receive and approximate build time and completion schedule. Once build is started you will receive weekly updates and pics of the build as it progresses. When your boat nears completion, approximately 2 weeks out, we will schedule your water test and delivery if appropriate.

CHANGES

Client's signature indicates that client understands what is included in the build and that any changes may result in additional charges depending on timing and build progress. Changes may also extend the build time and completion date

SCHEDULING

NO build will be put into the schedule until signed purchase agreement and deposit are received. At that time Boulton Powerboats will give the customer an estimated completion schedule. Build schedules can vary and are subject to change throughout the process due many variables associated with building custom boats. Boulton Powerboats does its very best to stay on schedule however changes to a build along with any unforeseen difficulties may result in an elongated build time. Boulton Powerboats will do its best to keep customers informed of these changes as they occur and the affect they have on the schedule.

PAYMENT OPTIONS

UPON DELIVERY

This option for payment provides the customer with an additional .5% discount that will be reflected on the purchase agreement.

DELAYED PAYMENT

Payment not paid upon delivery is considered a delayed payment. Delayed payments will result in late payment fees and interest applied if check is not received with 15 days from receipt of new boat

LATE FEES & INTEREST

If payment is not received within 15 days of receipt of new boat a \$50.00 late fee will be applied along with interest at a rate of 2% per month until invoice is paid in full. A late fee will be applied every 30 days that invoice is not paid

WARRANTY

Limited lifetime hull warranty in the continental united States. 10 year hull warranty outside the continental United States. Warranty issues will only be taken into consideration once invoice is paid in full.

Customer Signature

Date:

Approved as to form:



Sara James
Deputy Plumas County Counsel



Willo Vieira
Agricultural Commissioner
Sealer of Weights & Measures
willovieira@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

Agricultural Commissioner
Sealer of Weights and Measures



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

Date: February 18, 2021

To: Honorable Board of Supervisors

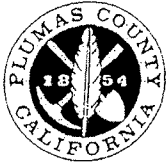
From: Willo Vieira, Agricultural Commissioner / *WV*
Sealer of Weights & Measures

Re: Supplemental Budget

Recommendation: Approve Supplemental Budget and increase Other Wages (51020) by \$3,200, due to amended Caltrans Contract.

Background and Discussion: The Department of Agriculture will be experiencing an increase in Noxious Weed Contract hours due to amended Caltrans Contract #02A1760 A01 which ends 06/30/21. The amendment increases the Contract amount by a total of \$10,000, to complete the required work by the end of the contract period the Department will need to increase Other Wages (51020) and hire a Seasonal/Extra Help person one month sooner than what was budgeted. The Supplemental Budget has been approved by Roberta Allen, Auditor/Controller.

These hours are reimbursed through Caltrans Amended Contract and have no fiscal impact on the General Fund.



Willo Vieira
Agricultural Commissioner
Sealer of Weights & Measures
willovieira@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

Agricultural Commissioner
Sealer of Weights and Measures



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

Date: February 18, 2021

To: Honorable Board of Supervisors

Cc: Nancy Selvage, Human Resources Director

From: Willo Vieira, Agricultural Commissioner/ *WV*
Sealer of Weights & Measures

Re: Extra Help 30 day, 29 hr/wk Exemption

Recommendation: Approve exemption to 30 day and 29 hour-week limit for Extra Help to perform Noxious Weed Control and Insect Pest Detection.

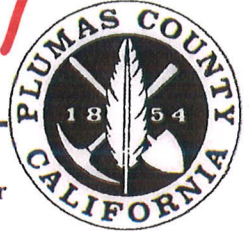
Background and Discussion: The Department of Agriculture is experiencing an increase in Noxious Weed Grants and Contract hours. Historically the department has hired at least one Extra Help employee that has worked 40 hours per week to help in our continued efforts in controlling Noxious Weed throughout Plumas and Sierra Counties. This employee will work from 04/01-09/30/21, 10 hours/day, 4 days/week. The total hours for this Noxious Weed Season would be 1,050, which would not surpass the 1,560 hour cap for the year 2021 set under the Affordable Care Act (ACA). These hours would also include the Extra Help employee work on our Insect Pest Detection Contract. It is critical that this position is filled in order to meet our contractual obligations with California Department of Food and Agriculture.

These hours are reimbursed through Grants and Contracts and have no fiscal impact on the General Fund.

4E1

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



AGENDA REQUEST

For the March 2, 2021 meeting of the Plumas County Board of Supervisors

February 22, 2021

John Mannle
Assistant Director

To: *J. Per* Honorable Board of Supervisors

From: *Per* Robert Perreault, Director of Public Works

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Maintenance Worker position in the Quincy Maintenance District, discussion and possible action

Background:

One (1) FTE PW Maintenance Worker has left the Department effective February 11, 2021 in the Quincy Maintenance District.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY20/21 budget of the Department of Public Works.

The completed Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Maintenance Worker in the Quincy Maintenance District.

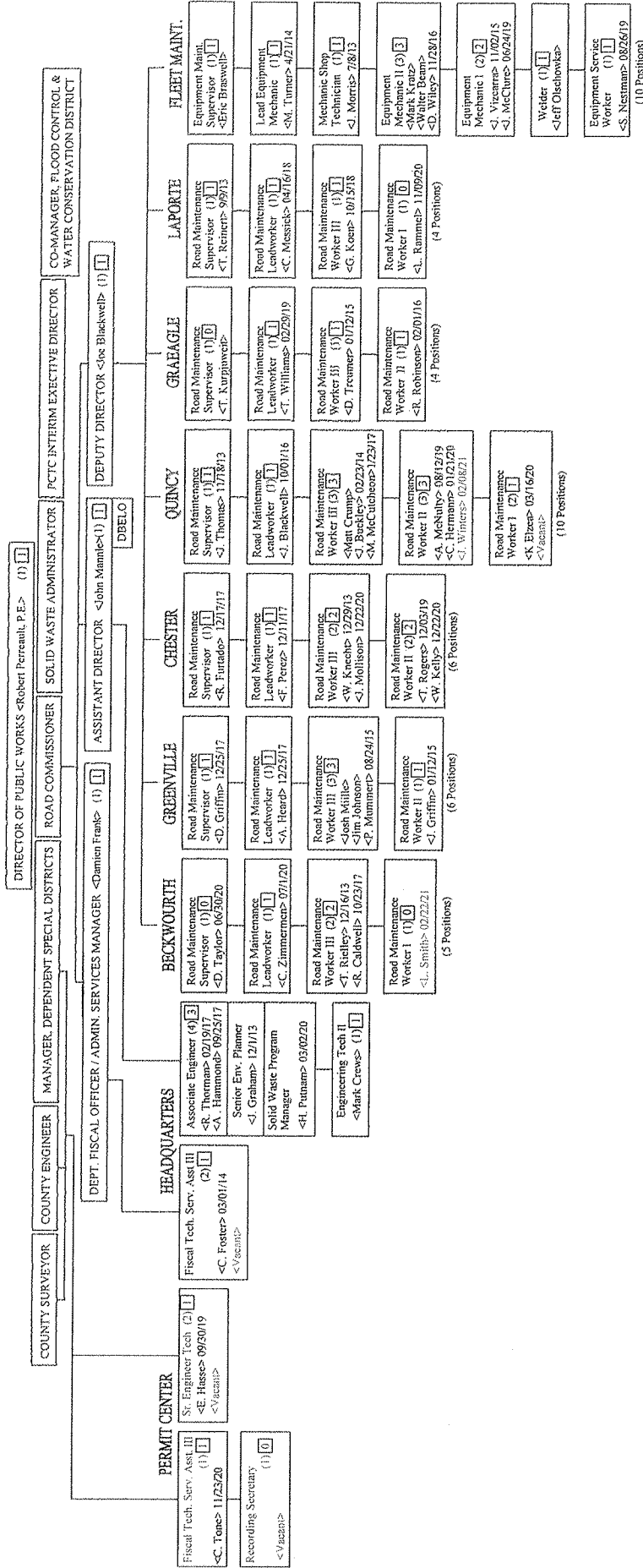
QUESTIONS FOR STAFFING CRITICAL POSITIONS
WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Worker I/II Worker Position Quincy

- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges.
- Why is it critical that this position be filled at this time?
Maintenance Workers are subject to 24 hour "call out" for road related emergencies and snow removal.
- How long has the position been vacant?
Effective 2/11/2021.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 20/21 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1?
At a minimum, there will be a negative impact to the ability of the Maintenance District to conduct its snow removal duties
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
None
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?

17/18 (\$600,000) 18/19 \$600,000 19/20 \$0

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



Director of Public Works
Revision Date: 02/17/21

4E2

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



AGENDA REQUEST

For the March 2, 2021 meeting of the Plumas County Board of Supervisors

February 22, 2021

To: Honorable Board of Supervisors

From: *FOR:* Robert Perreault, Director of Public Works

Subject: Authorization for the Department of Public Works to fill the vacancy of one (1) FTE Fiscal Officer/Administrative Services Manager position in the Administration Office. Discussion and possible action.

Background:

Effective March 12, 2021, one (1) Fiscal Officer/Administrative Services Manager will be promoting from Public Works to the Public Health Department

The Department is requesting to fill this vacancy.

This position is able to be funded as allocated in the FY20/21 Public Works budget that was adopted on September 28, 2020.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Fiscal Officer/Administrative Services Manager in the Public Works Administration Office.

✓

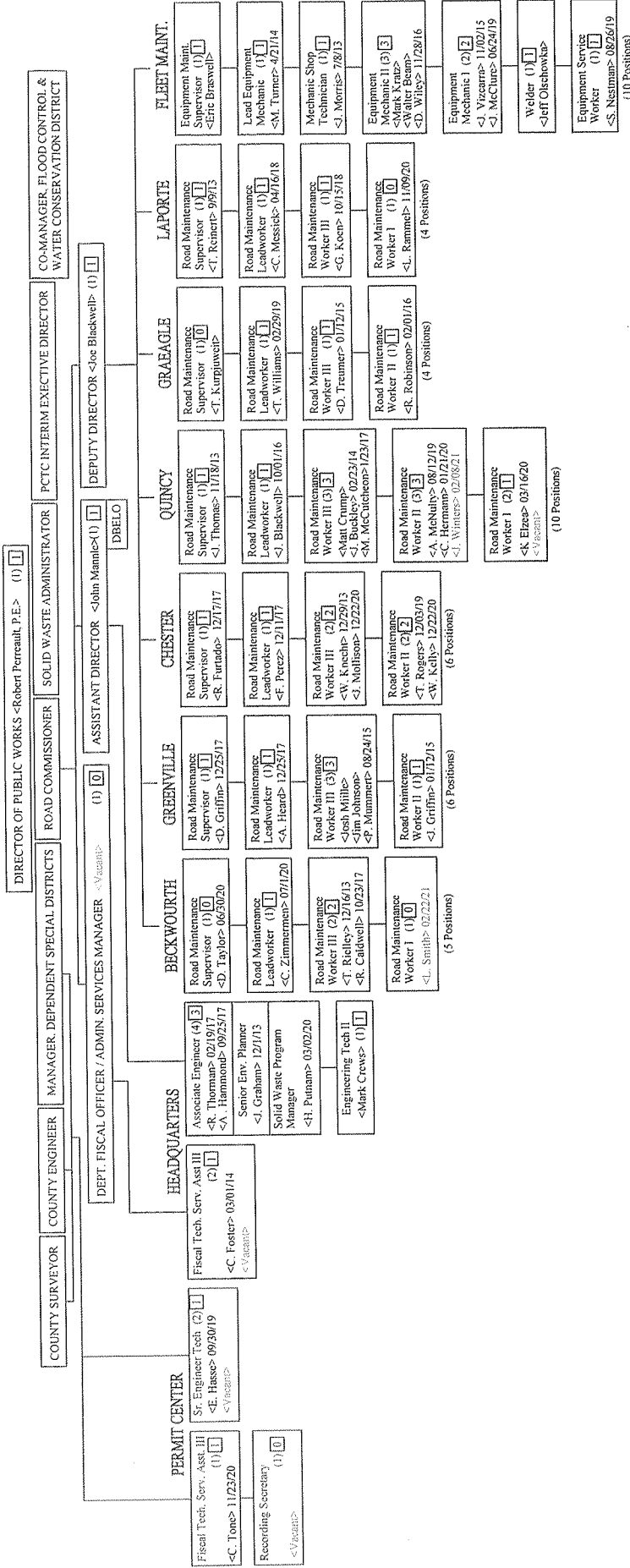
QUESTIONS FOR STAFFING CRITICAL POSITIONS
WHICH ARE CURRENTLY ALLOCATED.

Fiscal Officer/Administrative Services Manager / Public Works Administration

- Is there a legitimate business, statutory or financial justification to fill the position?
Fiscal Techs are the workforce for administrative services, which supports the operations unit of the Department. The Fiscal Officer oversees the Fiscal Techs as well as the overall finances and administration of the Department.
- Why is it critical that this position be filled at this time?
The FO/ASM provides consistent financial and administrative support for the Department, and a prolonged vacancy can negatively impact the performance of the Department.
- How long has the position been vacant?
Effective 3/15/2021.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 20/21 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1?
At a minimum, there will be a negative impact to the ability of the Department to pay bill, process deposits, and perform other essential administrative duties.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
No change in General Fund support since this is already a budgeted position.
- Does the department have a reserve? **N/A** If yes, provide the activity of the department's reserve account for the last three years?

17/18 (\$600,000) 18/19 \$600,000 19/20 \$0

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



Director of Public Works
Revision Date: 02/19/21

COUNTY ADMINISTRATOR

Gabriel Hydrick



AGENDA REQUEST AND STAFF REPORT

For the March 2, 2021 meeting of the Plumas County Board of Supervisors

Subject: Consideration of Transitioning Cemetery Districts to Dependent Special Districts of the County

To: Honorable Board of Supervisors, Clerk of the Board, County Counsel

From: Gabriel Hydrick, County Administrator

Date: 2/19/2020

Background/Introduction:

Plumas County cemetery districts are facing particular struggles related to maintaining full governing bodies and operating within legal requirements for public agencies, as well as cemetery districts. In particular, at least four cemetery districts are presently without functioning boards (Crescent Mills Cemetery District, Cromberg Cemetery District, Meadow Valley Cemetery District, and Quincy LaPorte Cemetery District), and thus unable to have a quorum for decision making purposes and are in need of restructuring in order to continue services. Being that the Board of Supervisors is charged with appointing the board members for these districts, it has a vested interest in ensuring that these districts are operating properly, and the governing body is functioning appropriately. Attachment 'A' is a memorandum from LAFCO and it is well written with more detail of this issue.

Finding Analysis:

A preliminary review of the Service Reviews (2014) for the districts reveals, in general, that a lack of oversight for years has led to fees for grave plots that are competitive with prices in 1987, an absence of internal controls, and potentially a deficiency of cost-benefit analyses for services and projects. The best option appears to transition the cemetery districts to the County to meet legal requirements and service standards through proper attention to agreements, revenue, expenditures, policies, and procedures.

Reorganization options presently available to the cemetery districts include:

- 1) Becoming **dependent special districts of the County** where the Board of Supervisors becomes the governing body of the district and administration/operation services are generally provided by County staff (although not required). This option is not subject to LAFCo approval.
- 2) **Annexation by another cemetery district** identified as the successor agency to continue operations to the community and subsequent dissolution of the cemetery district in question. This reorganization is subject to LAFCo approval.
- 3) Consolidation of two or more districts, which in essence forms **a new district** to provide continued services to the area in question. This reorganization is subject to LAFCo approval.

PLUMAS COUNTY

520 MAIN ST., ROOM 309 • QUINCY, CALIFORNIA 95971 • (530) 283-6446 • FAX (530) 283-6288

Attachments 'B' and 'C' provide more detail as to the financial position and historical details of the current problems.

Recommended Actions:

Staff respectfully requests the Board to direct staff to:

- Initiate the process for the Crescent Mills, Cromberg, Meadow Valley, and Quincy-LaPorte Cemetery Districts to become dependent special districts of the County.

Or

- Provide different direction to staff

Fiscal Impact:

The fiscal impact is not yet understood as an analysis has yet to be undertaken. Nevertheless, the County has and does provide support services for many of the Special Districts including reporting, bookkeeping and Human Resource functions. So, additional incurred expenses beyond these services may be minimal, but updating fees, agreements, and instituting internal controls should be top priority to provide better fiscal health for these districts and the County.

Attachments:

Attachment 'A'- LAFCO Memorandum

Attachment 'B'- Cemetery District Financials (Cromberg)

Attachment 'C'- Service reviews

Memorandum

ATTACHMENT 'A'

TO: Plumas County Board of Supervisors

FROM: Jennifer Stephenson, Local Agency Formation Commission Executive Officer (LAFCo)

SUBJECT: Consideration of Transitioning Cemetery Districts to Dependent Special Districts of the County

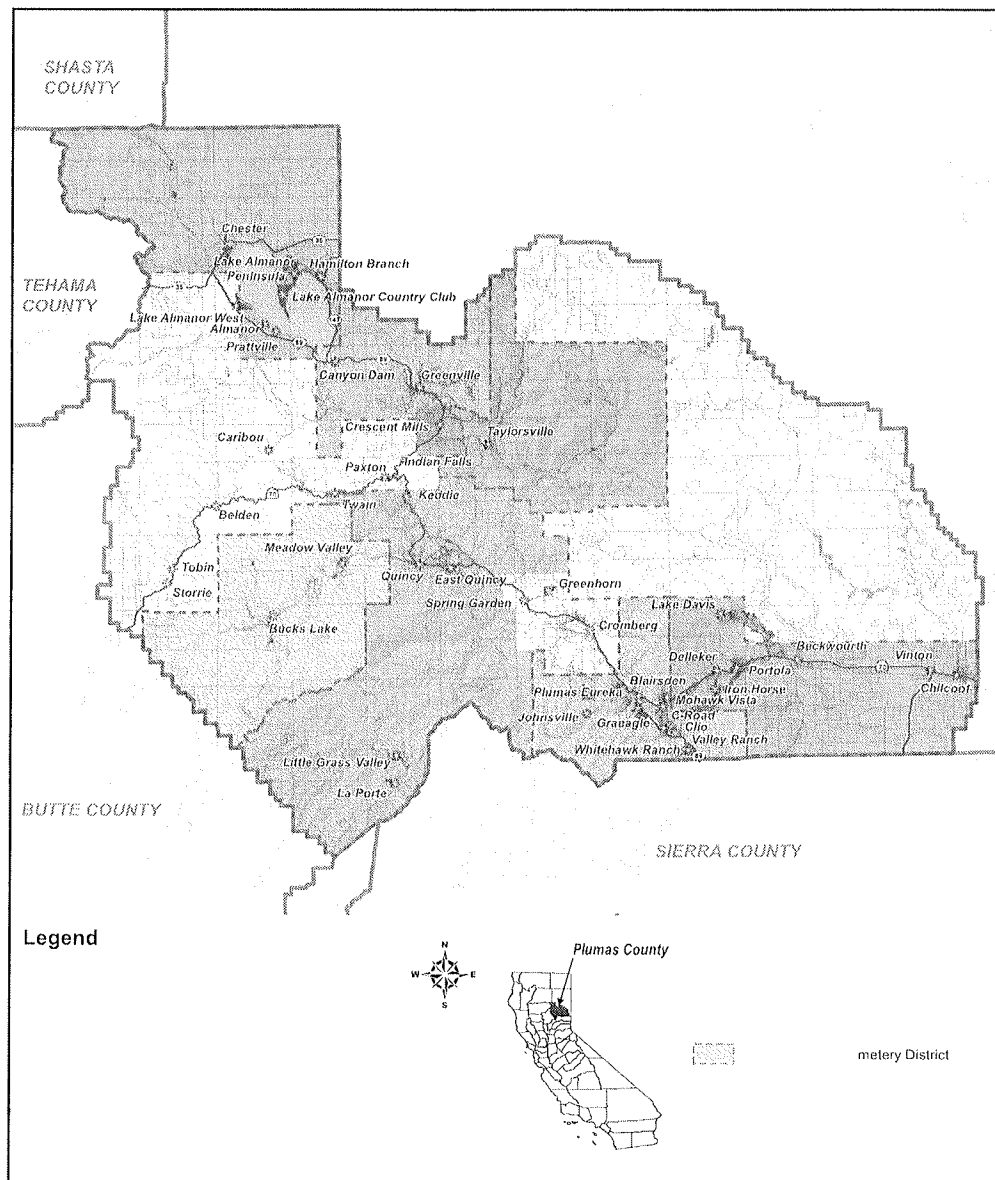
Plumas County cemetery districts are facing particular struggles related to maintaining full governing bodies and operating within legal requirements for public agencies, as well as cemetery districts. In particular, at least four cemetery districts are presently without functioning boards (Crescent Mills Cemetery District, Cromberg Cemetery District, Meadow Valley Cemetery District, and Quincy LaPorte Cemetery District), and thus unable to have a quorum for decision making purposes and are in need of restructuring in order to continue services. Being that the Board of Supervisors is charged with appointing the board members for these districts, it has a vested interest in ensuring that these districts are operating properly, and the governing body is functioning appropriately.

Summary

There are nine cemetery districts that serve Plumas County. Each of the districts has been covered in one of LAFCo's five regional municipal service reviews. The reviews recognized that each of the cemetery districts has faced similar struggles in providing transparent, adequate services within legal requirements while simultaneously challenged by limited public interest and insufficient financing. Specifically, all of the districts have suffered from hard-to-fill vacancies on the governing bodies. There is often a high turnover rate of the board members, and vacancies remain unfilled for long periods of time. The districts operate on minimal budgets and many reported that revenues were insufficient to provide an adequate level of services. As a result of these skeletal budgets, the districts often rely almost entirely on volunteer efforts on the part of the board members and other volunteer/community service programs for administration and maintenance. Due to the informal and small nature of these districts, there is a general lack of understanding of the legal requirements regarding a public agency and more specifically the detailed requirements of cemetery districts.

LAFCo conducted a comprehensive sphere of influence (SOI) update on all cemetery districts in 2019. At that time, several reorganization opportunities were identified. LAFCo chose to initially focus on the two small cemetery districts in most immediate need of reorganization to address significant accountability concerns – Cromberg Cemetery District and Crescent Mills Cemetery District. Through changes to their SOIs, LAFCo indicated that it anticipated the eventual dissolution of Cromberg and Crescent Mills Cemetery Districts. Quincy LaPorte Cemetery District was identified as the preferred successor agency when Cromberg is ultimately dissolved, and Greenville Cemetery District was identified as the preferred successor agency for Crescent Mills Cemetery District. At that time, coterminous SOIs were adopted for the other five cemetery districts

(Chester Cemetery District, Meadow Valley Cemetery District, Mohawk Valley Cemetery District, Portola Cemetery District, Taylorsville Cemetery District), indicating that services provided were adequate and the service area was not anticipated to change in the foreseeable future. A map of the districts and their associated SOIs are shown in Attachment 1.



Since that time, the Meadow Valley Cemetery District (MVCD) Board of Directors have submitted a letter to the former County Supervisor of District 4 indicating their struggles, and because of those struggles, the intent of the entire Board to retire as of November 1, 2020. The District's letter cited several issues of concern for a majority of cemetery districts in the State and highlighted struggles with maintaining a full and engaged board, particularly given the degree to which these districts rely on the volunteer time of board members to operate. In an attempt to ensure continued services in the area, MVCD Board Members met with Quincy LaPorte Cemetery District (QLCD), as the only neighboring cemetery district to MVCD, to discuss the potential of a Joint Powers Agreement; however, QLCD declined to participate in such an agreement with MVCD.

Subsequently, it was discovered that QLCD is also functioning with only one board member and cannot take on additional responsibilities, since it is similarly suffering from a non-functioning board. On December 17, 2020, LAFCo staff, in conjunction with Supervisor Goss, former Supervisor Simpson, and Supervisor Hagwood, met with the remaining board member to discuss options related to Quincy LaPorte and the two neighboring cemetery districts that are in need of support. Discussion indicated that at present the most feasible and only practicable option may be to have the three cemetery districts become dependent special districts of the County, with the County Board of Supervisors acting as the governing body and County staff continuing operations. LAFCo could then work with the County to reorganize the cemetery districts into a single district for ease of administration and operations, if desired.

On November 9, 2020, LAFCo staff and Supervisor Goss met with Greenville Cemetery District (GCD) regarding the possibility of annexing the Crescent Mills Cemetery District (CMCD) and continuing the limited operations for the community. GCD indicated an interest in moving forward with the annexation. Annexation requires that the affected districts adopt similar resolutions; however, because Crescent Mills has only one board member at present, it does not have a sufficient quorum to adopt such a resolution. It is recommended that the Board of Supervisors appoint an additional board member to CMCD to adopt the required resolutions until the annexation and dissolution process can be completed by LAFCo.

Transitioning to Dependent Special Districts of the County

Public Cemetery District Law (Health and Safety Code §9000 et al.) outlines the process by which the Board of Supervisors may appoint itself as the governing body of a cemetery district. Specifically, Health and Safety Code §9026 enables the board of supervisors of the principal county to appoint itself to the board of trustees of a cemetery district by completing the following:

- 1) Adopt a resolution declaring the intention to appoint itself to be the board of trustees of the district.
- 2) Within 60 days of adopting a resolution, the board of supervisors must hold a public hearing on the question whether the board of supervisors should govern the district. The board of supervisors shall give notice of its hearing at least 10 days before the hearing. In addition, the board of supervisors shall mail the notice at least 10 days before the hearing to the district and any other person who has filed written request for notice with the clerk of the board of supervisors.

- 3) At its hearing, the board of supervisors shall receive and consider any written or oral comments. At the conclusion of the hearing, the board of supervisors shall make a finding regarding the value of written protests filed and not withdrawn and take one of the following actions:
 - a. If the written protests filed and not withdrawn are less than 10 percent of the registered voters of the district, the board of supervisors may by a majority vote adopt a resolution terminating the appointed board of trustees and appointing itself as the board of trustees of the district. In that case, the terms of any trustees appointed by the board of supervisors shall terminate immediately.
 - b. If the written protests filed and not withdrawn are 10 percent or more of the registered voters of the district, the board of supervisors may determine that the proposed change in governance is necessary to protect the public health, safety, and welfare. If the board of supervisors makes that determination, the board of supervisors may override those protests and by a four-fifths vote adopt a resolution terminating the appointed board of trustees and appointing itself as the board of trustees of the district. In that case, the terms of any trustees appointed by the board of supervisors shall terminate immediately.
 - c. If the written protests filed and not withdrawn are 10 percent or more of the registered voters of the district and if the board of supervisors does not adopt a resolution determining that the proposed change in governance is necessary to protect the public health, safety, and welfare, the board of supervisors shall adopt a resolution that terminates the proceedings to change the governance of the district.

Reorganization Process/Options

Reorganization options presently available to the cemetery districts include:

- 1) Becoming dependent special districts of the County where the Board of Supervisors becomes the governing body of the district and administration/operation services are generally provided by County staff (although not required). This option is not subject to LAFCo approval.
- 2) Annexation by another cemetery district identified as the successor agency to continue operations to the community and subsequent dissolution of the cemetery district in question. This reorganization is subject to LAFCo approval.
- 3) Consolidation of two or more districts, which in essence forms a new district to provide continued services to the area in question. This reorganization is subject to LAFCo approval.

Recognizing the need for LAFCo to provide an impetus to and support of much needed reorganization, LAFCo has budgeted in FY 20-21 to accommodate either a LAFCo initiated reorganization or waiving of application fees should the districts desire to initiate the process and submit an application. Thus, should the Board choose to move forward with appointing themselves as the board of trustees of these districts, they may wish to

streamline administration and operations by consolidating the subject districts through cooperation with LAFCo.

While many of the cemetery districts have expressed interest in consolidation to some degree, there are also concerns of loss of local control and representation. Additionally, the larger more established cemetery districts with paid staff have been wary of taking on additional responsibility without sufficient compensation. Districts have also indicated concern regarding the cost of the application process. Thus, LAFCo's motivation for budgeting to assist in the costs of reorganization of the cemetery districts.

Ideally, the districts would initiate any reorganization efforts; however, should the cemetery districts not indicate interest in initiating reorganization, and no other appropriate changes are made to address these significant issues, then LAFCo is empowered to initiate and conduct the consolidation process.

Further information on the process for each of the reorganization processes is available upon request.

Regional and Countywide Alternatives

There are likely other cemetery districts that may benefit from transitioning to dependent districts of the County or from some kind of larger scale reorganization on a regional or countywide level.

LAFCo recognizes that given the constraints shared by all of the cemetery districts, reorganization of some form may be beneficial to the agencies in improving efficiency and thereby addressing many of the common challenges faced by these agencies. Reorganization of the districts could occur at a countywide or regional level. A larger district would eliminate excess governing bodies and administrative structures, enabling the cemetery district to draw from a larger population to fill the board seats. Additionally, the district would be able to best leverage the available resources and capitalize on personnel and equipment sharing to the greatest extent practicable. Finally, as a larger more visible agency, the district would be more likely to be placed under public scrutiny to ensure operations are appropriate for a public agency. Regional consolidation would offer smaller more short-term steps that may garner greater support from the public. LAFCo has considered these options, and ultimately envisions consolidation of the cemetery districts to the greatest degree possible.

ATTACHMENT 'B'

Income Statement

Period: 1 to 13

	2019	2020	2021
Revenue	\$2,182.41	\$4,264.82	\$822.90
2687040 - CROMBCEM FUND TAXES	\$1,543.77	\$1,579.96	\$818.57
40010 - CURRENT SECURED TAXES	\$1,482.16	\$1,507.60	\$770.04
40020 - CURRENT UNSECURED TAXES	\$36.00	\$38.10	\$37.78
40040 - PRIOR UNSECURED TAXES	\$0.57	\$0.67	\$0.54
40070 - TIMBER YIELD TAX	\$5.85	\$5.98	\$3.02
40130 - SUPPLEMENTAL TAXES	\$19.19	\$27.61	\$7.19
2687043 - CROMBCEM USE OF MONEY/PROP	\$385.42	\$575.22	\$0.00
43010 - INTEREST-INVESTED FUNDS	\$385.42	\$575.22	\$0.00
2687044 - CROMBCEM STATE&FED AID	\$10.33	\$9.99	\$4.33
44230 - STATE-HOMEOWNERS PROP.TAX	\$10.33	\$9.99	\$4.33
2687046 - CROMBCEM OTHER REVENUE	\$100.00	\$1,500.00	\$0.00
46080 - SALE OF LOTS	\$0.00	\$1,500.00	\$0.00
46083 - ENDOW/SALE OF LOTS	\$100.00	\$0.00	\$0.00
2805043 - CRMBCEMEN USE OF MONEY/PROP	\$142.89	\$199.65	\$0.00
43010 - INTEREST-INVESTED FUNDS	\$142.89	\$199.65	\$0.00
2805046 - CRMBCEMEN OTHER REVENUE	\$0.00	\$400.00	\$0.00
46083 - ENDOW/SALE OF LOTS	\$0.00	\$400.00	\$0.00
Expense	\$39.97	\$41.26	\$1,000.00
2687052 - CROMBCEM SERVICES&SUPPLIES	\$39.97	\$41.26	\$1,000.00
52440 - SPECIAL DEPT. EXPENSE	\$0.00	\$0.00	\$1,000.00
52550 - SPEC DEPT TAX ADMIN FEE	\$39.97	\$41.26	\$0.00
Net Income:	\$2,142.44	\$4,223.56	(\$177.10)

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Plumas County
BALANCE SHEET FOR 2020 13

P 3
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FUND: 2003 CROMBERG CEMETERY / SUB-FUND 00000

ASSETS

2003010 10100 CASH - BALANCE

TOTAL ASSETS FOR SUB-FUND 00000

FUND BALANCE

2003030 3000 RESTRICTED (UNDSGN-B)
2003039 3995 EXPENDITURE CONTROL
2003039 3996 REVENUE CONTROL

TOTAL FUND BALANCE FOR SUB-FUND 00000

TOTAL LIABILITIES + FUND BALANCE FOR SUB-FUND 00000

TOTAL ASSETS FOR FUND 2003

TOTAL LIABILITIES FOR FUND 2003

TOTAL FUND BALANCE FOR FUND 2003

TOTAL LIABILITIES + FUND BALANCE FOR 2003

	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
	275.59	27,628.77
	275.59	27,628.77
	-3,623.91	-27,628.77
	-41.26	.00
	3,389.58	.00
	-275.59	-27,628.77
	-275.59	-27,628.77
	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77
	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77

27,628.77

27,628.77

	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77
	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77

	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77
	275.59	27,628.77
	.00	.00
	-275.59	-27,628.77
	-275.59	-27,628.77

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Plumas County
BALANCE SHEET FOR 2020 13

P 55
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FUND: 2084 CROMB.CEM.ENDOWMENT / SUB-FUND 00000

ASSETS

2084010 10100 CASH - BALANCE 400.00
2084010 10105 CASH - CROMBERG CEM ENDOW 5,336.11
2084010 10108 CASH - ENDOWMENT INTEREST 3,388.77

TOTAL ASSETS FOR SUB-FUND 00000

65.75 9,124.88

FUND BALANCE

2084030 3000 RESTRICTED (UNDSGN-B)
2084039 3996 REVENUE CONTROL

-599.65 -9,124.88
533.90 .00

TOTAL FUND BALANCE FOR SUB-FUND 00000

-65.75 -9,124.88

TOTAL LIABILITIES + FUND BALANCE FOR SUB-FUND 00000

-65.75 -9,124.88

TOTAL ASSETS FOR FUND 2084

65.75 9,124.88

TOTAL LIABILITIES FOR FUND 2084

.00 .00

TOTAL FUND BALANCE FOR FUND 2084

-65.75 -9,124.88

TOTAL LIABILITIES + FUND BALANCE FOR 2084

-65.75 -9,124.88

ATTACHMENT 'C'

16. QUINCY-LA PORTE CEMETERY DISTRICT

Quincy-La Porte Cemetery District (QLPCD) provides cemetery related services, including interment of caskets and cremated remains, funeral services associated with lowering of remains and setting of tombstones, provision of cremation niches, and maintenance of grounds, to the residents of Quincy, La Porte, and surrounding communities. This is the first Municipal Service Review (MSR) for this District.

AGENCY OVERVIEW

Background

Quincy Cemetery District was formed prior to the creation of LAFCo, and records on the official date of formation are limited. The District reported that records show the district cemeteries were operational as far back as 1854, while Board of Equalization records show September 6, 1921 as an effective date of formation for the Quincy Cemetery District. La Porte Cemetery District was formed as an independent special district on November 10, 1977.¹¹⁸ It was consolidated with Quincy Cemetery District on February 18, 1994¹¹⁹ to create the existing Quincy-La Porte Cemetery District.

The principal act that governs the District is the Public Cemetery District Law.¹²⁰ The principal act authorizes the district to own, operate, improve, and maintain cemeteries, provide interment services within its boundaries, and to sell interment accessories and replacement objects (e.g., burial vaults, liners, and flower vases). Although the district may require and regulate monuments or markers, it is precluded from selling them. The principal act requires the district to maintain cemeteries owned by the district.¹²¹ The law allows the district to inter non-residents under certain circumstances.¹²² Districts must apply and obtain LAFCo approval to exercise latent powers or, in other words, those services authorized by the principal act but not provided by the district at the end of 2000.¹²³

QLPCD is located in the southwestern corner of Plumas County, and encompasses the unincorporated towns of Quincy and La Porte and the surrounding communities.

¹¹⁸ LAFCo Resolution No. 77-06.

¹¹⁹ LAFCo Resolution No. 94-3.

¹²⁰ California Health and Safety Code §9000-9093.

¹²¹ California Health and Safety Code §9040.

¹²² Non-residents eligible for interment are described in California Health and Safety Code §9061, and include former residents, current and former taxpayers, family members of residents and former residents, family members of those already buried in the cemetery, those without other cemetery alternatives within 15 miles of their residence, and those who died while serving in the military.

¹²³ Government Code §56824.10.

Boundaries

QLPCD's boundary is located entirely within Plumas County. The boundary area includes the communities of Quincy, La Porte, East Quincy, Keddie, Massack, and Little Grass Valley. The District borders Meadow Valley Cemetery District in the west, Taylorsville CD in the northeast, and Mohawk CD in the southeast. QLPCD borders the counties of Butte, Yuba, and Sierra in the west, southwest, and south, respectively. The District's boundaries encompass approximately 378 square miles.

Since consolidation there have been no annexations or detachments to QLPCD.

Sphere of Influence

Based on LAFCo records, it appears that no Sphere of Influence (SOI) was ever adopted for the consolidated cemetery district. LAFCo will adopt an SOI for the District upon completion of this MSR.

Extra-territorial Services

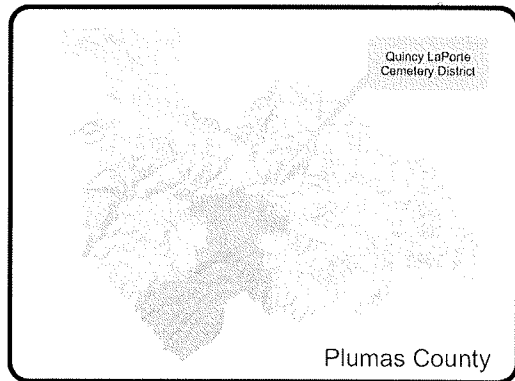
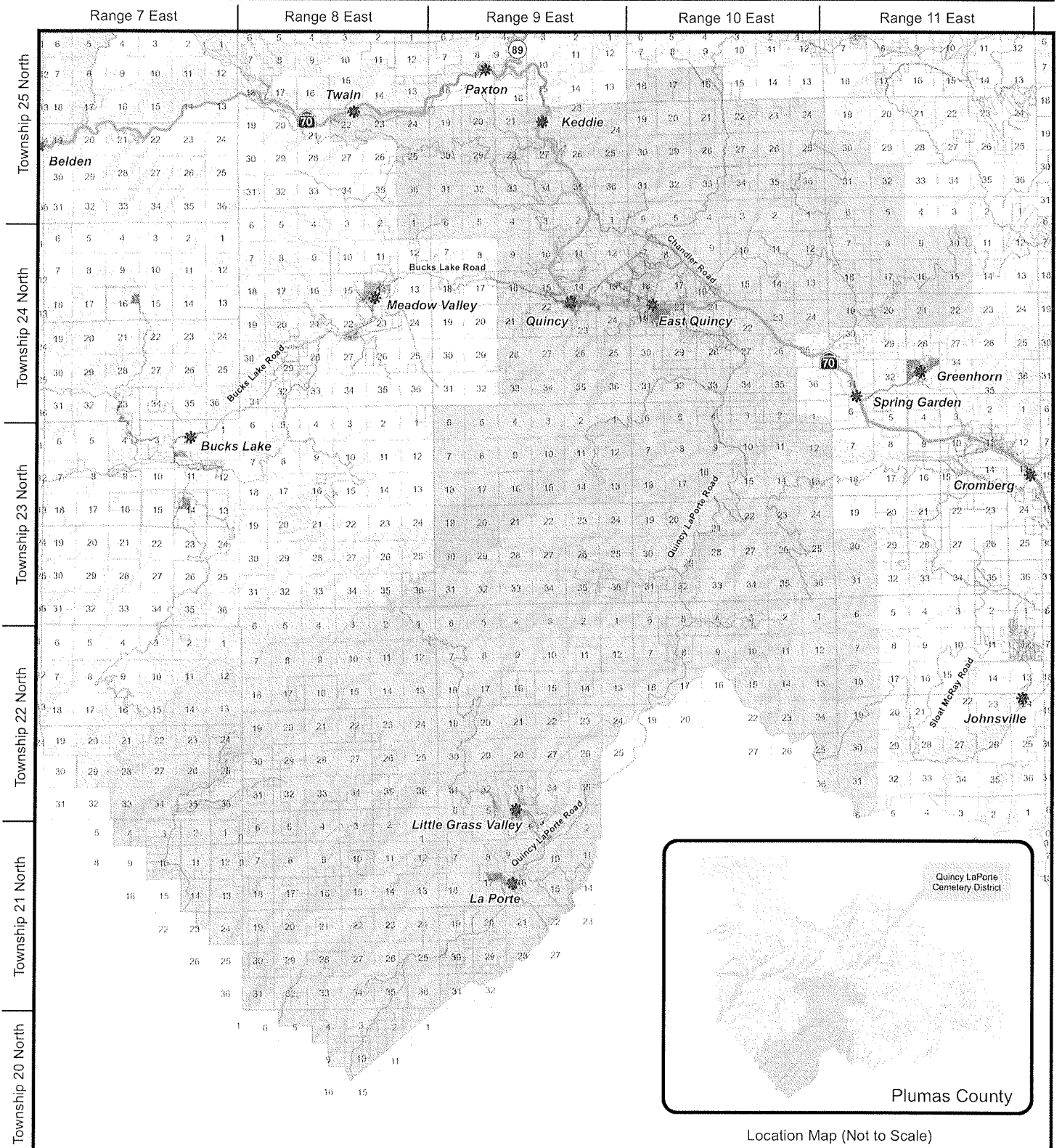
The District will service any non-resident of the District. The District charges an additional \$600 for non-residents of the District. Residency within the District is determined as reported by the potential customer.

Additionally, QLPCD provides contract burial services to Meadow Valley Cemetery District, which is located outside of its bounds.

Areas of Interest

QLPCD mentioned that there is a county-owned and operated cemetery (Potters Field Cemetery) in Quincy where there may be potential for resource sharing among the District and the County.

Quincy LaPorte Cemetery District



Legend

- Highways
- Major Roads
- Stream / River
- Waterbodies

- Parcels
- Sectional Grid (MDB&M)
- Communities

Quincy LaPorte Cemetery District

0 1.5 3 6 Miles



Quincy LaPorte Cemetery District
Resolution: 94-3
Formed: February 18, 1994

Quincy LaPorte Cemetery District (SOI)
Resolution: No SOI
Adopted:

Source: Plumas LAFCo Map Created 6/19/2014

Accountability and Governance

Quincy-La Porte Cemetery District is governed by a three-member board of directors who are appointed by the County Board of Supervisors to four-year terms. The president and vice president are appointed by the Board. There are presently no vacancies on the Board. Current board member names, positions, and term expiration dates are shown in Figure 16-2.

Meetings are held at a minimum of once a year on no regular day or time. The District's enabling act (Health and Safety Code §9029) requires that the Board of a cemetery district meet at least once every three months. QLPCD is currently not meeting the minimum number of legally required meetings. The District reported that it plans to begin holding the required four meetings a year in the summer of 2015. Meetings are held at the office of one of the Director. Board meeting agendas are posted in the local newspaper—the Feather River Bulletin, under the notices section. Minutes are available by request to the District's chair or general manager.

Figure 16-2: Quincy-La Porte Cemetery District Governing Body

Quincy-La Porte Cemetery District			
Governing Body			
Members	Name	Position	Term Ends
	Carla Grey	Chair	2017
	Steve King	Director	2015
	Michelle Low	Secretary	2015
Manner of Selection	Appointment		
Length of Term	4 years		
Meetings	Minimum once a year at no regular day or time.	47 Bradley Street, Quincy CA 95971	
Agenda Distribution	Posted on Feather River Bulletin		
Minutes Distribution	Available upon request.		
Contact			
Contact	Doug Jenkins, General Manager		
Mailing Address	PO Box 3933, Quincy CA 95971		
Phone	530-283-2616		
Fax	N/A		
Email/Website	qlpcem@gmail.com		

Besides the required agendas and minutes, the District conducts public outreach activities by advertising in the Yellow Pages. QLPCD does not maintain a website where information is made available to the public.

If a customer is dissatisfied with the District's services, complaints may be submitted to the general manager in person, in writing or via phone call. The District's general manager is responsible for receiving all complaints and notifying the Board of Directors, which

handles all complaints to resolution. The District reported that it did not receive any complaints in 2013.

Government Code §87203 requires persons who hold office to disclose their investments, interests in real property and incomes by filing appropriate forms each year. Unlike other counties in the State, the Plumas County Clerk-Recorder does not act as the filing officer for the special districts. Each district holds responsibility for collecting the Form 700s and maintaining copies in their records. It is unclear whether these forms have been filed for each of the district board members for 2013.

Quincy-La Porte Cemetery District demonstrated accountability and transparency in its disclosure of information and cooperation with Plumas LAFCo. The District took part in an interview, responded to the questionnaires, and cooperated with the document requests.

Planning and Management Practices

The District employs one full-time general manager. QLPCD also relies on seasonal staff and hires two part-time summer employees who work approximately 40 hours per week. Occasionally, the District also relies on volunteers on probation or those required to do community service.

The general manager reports to the Board of Directors and is evaluated by the Board on a yearly basis. QLPCD does not conduct regular staff evaluations of seasonal staff. Individual staff workload is tracked with time cards, and overall district workload, such as equipment and ground maintenance, is tracked through logs. The District reported that it often holds safety meetings with seasonal staff and long-term employees. Daily meetings are also held to discuss the plans for the day.

The operations and productivity of the District are evaluated in informal annual reports to the Board. QLPCD reported that summaries of burials, revenues, and expenditures, as well as district policies are reviewed during the same time. The District uses different criteria to determine its performance, including the maintenance of the lawn and the completion of other maintenance programs.

The District does not establish long-term goals in formal plans. QLPCD reported that long-term goals mostly include long-term capital plans and are discussed at board meetings.

The District's finances, including its endowment care fund, are managed and tracked through the County. QLPCD conducts biennial audits. The District reported that the last audit was submitted in 2011, but the one for 2013 had not yet been conducted because it is too costly and the District does not have the necessary funds. The District adopts budgets annually. QLPCD has not compiled any other planning documents such as a master plan.

Government Code §53901 states that within 60 days after the beginning of the fiscal year each local agency must submit its budget to the County Auditor. These budgets are to be filed and made available on request by the public at the County Auditor's office. All special districts are required to submit annual audits to the County within 12 months of the completion of the fiscal year, unless the Board of Supervisors has approved a biennial or

five-year schedule.¹²⁴ In the case of QLPCD, the Board of Supervisors approved a biennial auditing schedule. The District should ensure it is in compliance with auditing requirements and submitting budgets annually to the County as legally required.

Special districts must submit a report to the State Controller of all financial transactions of the district during the preceding fiscal year within 90 days after the close of each fiscal year, in the form required by the State Controller, pursuant to Government Code §53891. If filed in electronic format, the report must be submitted within 110 days after the end of the fiscal year. The District has complied with this requirement.

To improve its operational efficiency, the District reported it has acquired and installed a liftgate on the pickup truck to reduce manual labor.

Existing Demand and Growth Projections

A majority of the District is U.S. Forest Service land and the majority of the private land is agriculture, which limits opportunities for residential and commercial development. Rural residential and suburban developments are focused around Keddie, Massack, and Little Grass Valley. Quincy and East Quincy have residential, commercial and industrial zones, with some surrounding rural environment zones. The areas around La Porte are primarily suburban residential.

Population

There are approximately 5,585 residents within the District, based on GIS analysis of 2010 Census data.

Existing Demand

The District reported that demand for services had been mostly the same in the last few years. QLPCD reported that there is generally greater demand for the more picturesque cemeteries. There is also a current trend away from full-body burials to cremation burials. The District handled approximately 22 cremations and burials in 2013.

Projected Growth and Development

QLPCD does not conduct formal demand forecasting, trends and anticipations. At present, the District anticipates no significant change in demand in the short term.

The State Department of Finance (DOF) projects that the population of Plumas County will grow by five percent in the next 10 years. Thus, the average annual population growth in the County is anticipated to be approximately 0.5 percent. Based on these projections, the District's population would increase from 5,585 in 2010 to approximately 5,864 in 2020. It is anticipated that demand for service within the District will increase minimally based on the DOF population growth projections through 2020.

The District is not aware of any significant planned or proposed residential or commercial developments within its bounds.

¹²⁴ Government Code §26909.

Growth Strategies

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

Financing

QLPCD reported that its financing level was not adequate to provide necessary services. The District has experienced a decline in property tax revenue during the recent economic recession and for that reason many services are not properly funded.

With regard to internal controls over finances, QLPD's most recent audit for FY 10-11 states that there are several deficiencies in internal control over financial reporting and questioned costs considered to be material weaknesses in internal control over financial reporting. Given the small nature of the District, it is essential that controls be in place to ensure proper use of public funds.

In FY 13-14, the District had total revenues of \$148,394. Primary revenue sources include property taxes (79 percent) and sales of plots and other fees (18 percent); timber yield taxes, interest, reimbursements and donation revenue sources made up less than three percent of all income.

The District's fees were last updated in 2011. QLPD reported that the Board wants to maintain low fees. In addition to the regular fees, the District currently charges endowment fees. By charging \$14.25 per plot square foot, the District meets the legally required minimum endowment fee of \$4.50 per plot square foot for all plot types.¹²⁵ The principal act requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners.¹²⁶ The District's fee schedule includes additional fees for non-residents as required.

In FY 13-14, the District had a total of \$ 157,088 in expenditures, which included salaries and benefits (80 percent), maintenance (eight percent), insurance (four percent), professional services (two percent), tax administration fees (two percent), utilities (two percent), communications (one percent), travel (one percent), and miscellaneous expenses (one percent).

The District uses a pay-as-you-go approach from regular revenue sources for any necessary capital improvements. The District may also make use of interest from the endowment fund for capital improvements related to regular maintenance.

QLPCD did not have any long-term debt at the end of FY 13-14.

The District does not have a formal policy of maintaining a reserve fund balance for contingencies. At the end of FY 13-14, QLPD had a cash balance of \$59,450.

¹²⁵ Health and Safety Code §8738.

¹²⁶ Health and Safety Code §9068.

Cemetery districts are required to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities.¹²⁷ QLPCD maintains an endowment care fund as required. At the end of FY 14, the fund had a balance of \$81,277.

QLPCD participates in California Public Employees' Retirement System (CalPERS) on behalf of its employees.

¹²⁷ Health and Safety Code §9065.

CEMETERY SERVICES

Service Overview

QLPCD provides cemetery related services, including interment of caskets and cremated remains, funeral services associated with lowering of remains and setting of tombstones, provision of cremation niches, and maintenance of grounds.

Staffing

Regular maintenance and administration activities are completed by a single full-time general manager. Should the need arise for additional maintenance activities, then seasonal part-time assistants are hired.

Facilities and Capacity

The District offers services at three cemetery facilities within its bounds—Quincy Cemetery, La Porte Cemetery, and East Quincy Cemetery.

Quincy Cemetery consists of seven acres and is considered by the District to be in good condition. The District estimates that it will be filled to capacity in approximately three or five years.

La Porte Cemetery is two acres and is reportedly in good condition, although there is no grass and is maintained once a year.

East Quincy Cemetery is three acres and is in good condition. QLPCD estimates that it will have sufficient long-term capacity for approximately 100 years. The cemetery lies on a rocky bed, which makes it challenging to dig graves.

The District owns some pieces of equipment including one backhoe and one dump truck.

Infrastructure Needs

There is one potential improvement project to the Quincy Cemetery. QLPCD owns a parcel of land that once opened and developed, it will add 128 vaults and an urn mausoleum to the existing Quincy Cemetery. The District reported that presently it does not have the necessary funds to start the project, which will cost approximately \$185,000.

The inability to receive grants for capital improvement plans has generally prevented QLPCD in upgrading or building new facilities.

Challenges

The District identified financial challenges to provide adequate service levels. Another challenge is the size of the District and the significant distance to provide service between the Quincy and La Porte cemeteries.

Service Adequacy

The following are indicators of service adequacy for cemetery districts, as defined by law or best practices. In some areas Quincy-La Porte Cemetery District meets service standards for adequate services, while other aspects could be improved upon as shown below.

- ❖ Districts that provide maintenance services on a year-round basis tend to be those with larger populations and property tax bases. Those that provide minimal maintenance tend to be those with smaller populations and less property tax. Quincy-La Porte Cemetery District provides maintenance services on a year-round basis.
- ❖ Health and Safety Code §9068 requires cemetery districts to have non-resident fees. Quincy-La Porte Cemetery District charges an additional fee for non-residents as required.
- ❖ Health and Safety Code §9065 requires cemetery districts to have an endowment fee. Quincy-La Porte Cemetery District charges an endowment fee that varies by plot type and maintains an endowment care fund.
- ❖ According to Health and Safety Code §8738, a minimum endowment care fee must be \$4.50 per plot square foot. Quincy-La Porte Cemetery District meets this requirement.
- ❖ Cemetery districts can legally provide services to non-residents if the deceased satisfies the eligibility requirements of a non-district resident per Health and Safety Code §9061, and the non-resident fee is paid. The principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. By allowing anybody to purchase a plot in one of its cemeteries, QLPCD is non-compliant with legal constraints on the burial of non-residents.
- ❖ In order to adequately plan for existing and future demand and capacity needs, cemeteries track the number of interments annually. QLPCD tracks the number of annual burials in an informal report, and assesses remaining capacity at its facilities.

QUINCY-LA PORTE CEMETERY DISTRICT DETERMINATIONS

Growth and Population Projections

- ❖ There are approximately 5,585 residents within Quincy-La Porte Cemetery District (QLPCD).
- ❖ Over the past decade the District has not experienced a significant increase in population.
- ❖ No or slow growth is expected within the District until the economy improves and proposed developments are constructed.

The Location and Characteristics of Disadvantaged Unincorporated Communities Within or Contiguous to the Agency's SOI

- ❖ The population threshold by which Plumas LAFCo will define a community is yet to be determined. Specific disadvantaged unincorporated communities and characteristics of the communities will be identified when appropriate as other areas are to be annexed to the District.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

- ❖ Quincy Cemetery has the capacity to handle burials for approximately three to five years before expansion is necessary. East Quincy Cemetery has sufficient long-term capacity for approximately 100 years. It is unknown when La Porte Cemetery will likely be filled to capacity.
- ❖ There is a current trend away from full-body burials to cremations.
- ❖ At present, the District reported that there are not significant infrastructure needs or deficiencies with regard to the three cemeteries.
- ❖ The District could improve upon service adequacy by operating within legal requirements for cemetery districts. By allowing anybody to purchase a plot in one of its cemeteries, the District is non-compliant with legal constraints on the burial of non-residents.

Financial Ability of Agencies to Provide Services

- ❖ The District reports that current financing levels are not adequate to deliver services. The District has experienced a decline in property tax revenue during the recent economic recession and for that reason many services are not properly funded.

Status of, and Opportunities for, Shared Facilities

- ❖ The District does not presently practice facility sharing with other agencies; however, the District owns some pieces of equipment that some agencies have asked to make use of and QLPCD provides contract services to Meadow Valley CD.
- ❖ Sharing resources with other cemetery districts may provide an opportunity for improved efficiency and decreased costs.

Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

- ❖ The District demonstrated accountability and transparency in its disclosure of information and cooperation with Plumas LAFCo.
- ❖ Health and Safety Code §9029 requires that the Board of a cemetery district meet at least once every three months. QLPCD is currently not meeting the minimum number of legally required meetings.
- ❖ The District does not conduct outreach efforts except for advertising in the Yellow Pages. It is recommended that all agencies maintain websites where public documents are made available in order to ensure transparency.
- ❖ Governmental structure options identified over the course of this review include consolidation with Meadow Valley Cemetery District. Quincy-La Porte Cemetery District already provides contract services to Meadow Valley CD, hence a consolidation could further promote economic savings while ensuring continuous operations. Quincy-La Porte Cemetery District also identified a consolidation with Meadow Valley CD as a feasible governmental structure option. The District reported to be open to consolidations, as long as revenues are stable and sufficient to fund the services.

4. CROMBERG CEMETERY DISTRICT

Cromberg Cemetery District (CCD) did not respond over the course of this review, so it is unclear what specific services related to its cemetery are provided. An MSR has never been performed for CCD.

AGENCY OVERVIEW

Background

CCD was formed on December 11, 1922⁵ to maintain and operate the Cromberg Cemetery.

The principal act that governs the District is the Public Cemetery District Law.⁶ The principal act authorizes the district to own, operate, improve, and maintain cemeteries, provide interment services within its boundaries, and to sell interment accessories and replacement objects (e.g., burial vaults, liners, and flower vases). Although the district may require and regulate monuments or markers, it is precluded from selling them. The principal act requires the district to maintain cemeteries owned by the district.⁷ The law allows the district to inter non-residents under certain circumstances.⁸ Districts must apply and obtain LAFCo approval to exercise latent powers or, in other words, those services authorized by the principal act but not provided by the district at the end of 2000.⁹

Boundaries

The District is located between the communities of Greenhorn and Plumas Eureka, along the SR 70. It is to the northeast of Mohawk Valley Cemetery District, and there is no cemetery district located immediately to the west and north of the District.

Cromberg Cemetery District's boundaries encompass 36.3 square miles. There have been no recorded changes to the District's boundaries since formation.

Sphere of Influence

The District's SOI was last updated in 1976.¹⁰ The sphere extends outside the District's boundaries to the northwest to include the area up to the Quincy LaPorte Cemetery District's boundaries. The District's boundaries and sphere of influence are shown in Figure 4-1.

⁵ Board of Equalization Special District Index.

⁶ California Health and Safety Code §9000-9093.

⁷ California Health and Safety Code §9040.

⁸ Non-residents eligible for interment are described in California Health and Safety Code §9061, and include former residents, current and former taxpayers, family members of residents and former residents, family members of those already buried in the cemetery, those without other cemetery alternatives within 15 miles of their residence, and those who died while serving in the military.

⁹ Government Code §56824.10.

¹⁰ LAFCo Resolution No. 76-57.

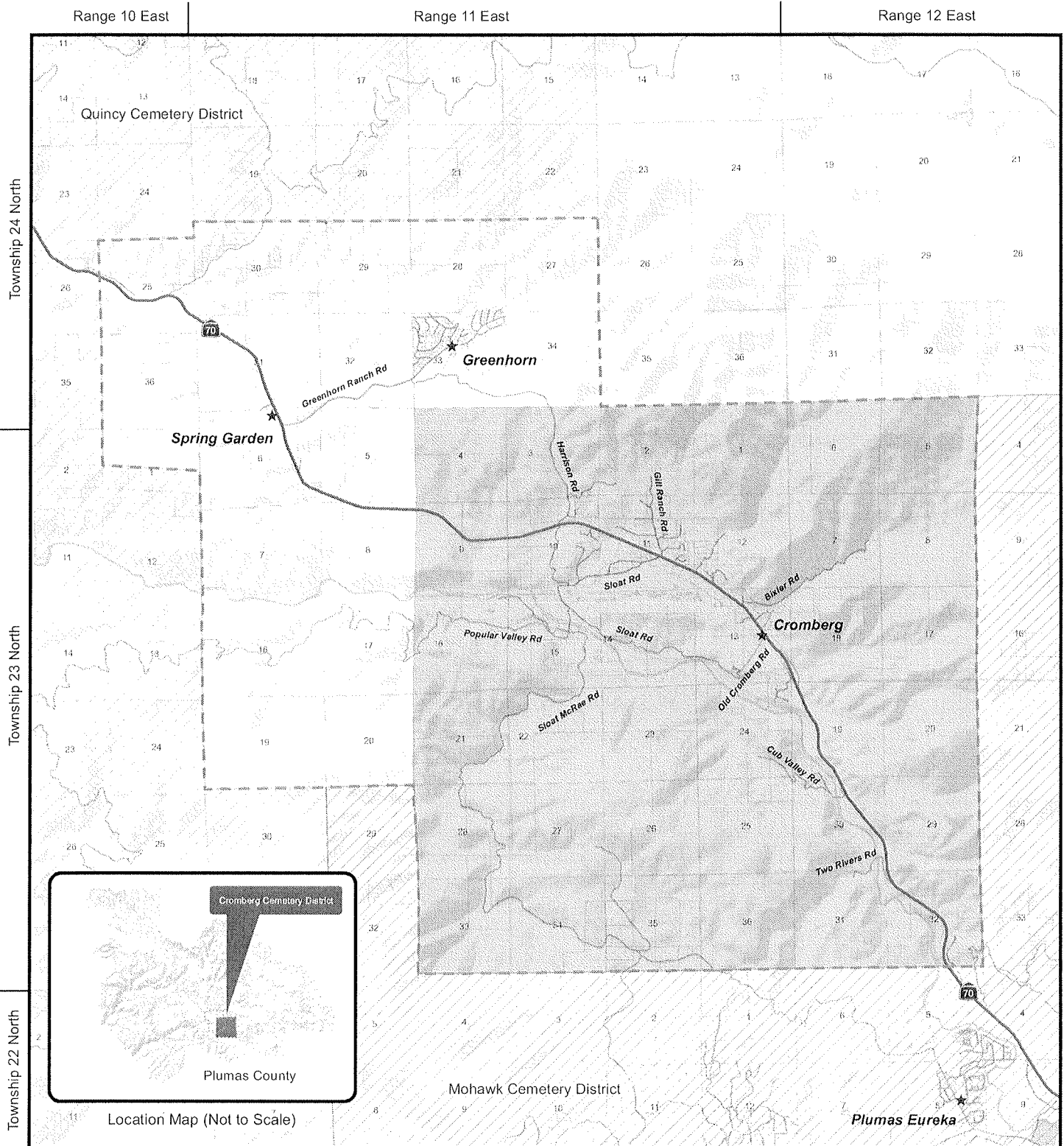
Extra-territorial Services

It is assumed that the District does not provided cemetery type services at cemeteries outside of its bounds. It is unknown what the District's burial policies are for non-residents.

Areas of Interest

The District did not identify any areas of interest.

Cromberg Cemetery District



Legend

- | | | |
|----------------|------------------------|---|
| Highways | Parcels | Cromberg Cemetery District |
| Major Roads | Sectional Grid (MDB&M) | Cromberg Cemetery District Sphere of Influence Boundary |
| Stream / River | Communities | |
| Waterbodies | | |
- 0 0.5 1 2 Miles



Cromberg Cemetery District
Resolution:
Adopted:

Cromberg Cemetery District
Sphere of Influence
Resolution: 76-57
Adopted: November 10, 1976

Source: Plumas LAFCo Map Created 11/18/2016

Accountability and Governance

CCD's governing body is composed of three board members who are appointed by the County Board of Supervisors to four-year terms. There is presently one vacancy on the Board. Current board member names, positions, and term expiration dates are shown in Figure 4-2.

The District did not provide specific details about board meetings including when, where and how often they are held. It is unknown whether the District meets Brown Act requirements by posting meeting agendas, or if the District maintains minutes.

Figure 4-2: Cromberg Cemetery District Governing Body

Cromberg Cemetery District			
Governing Body			
Members	Name	Position	Term Ends
	Barbara Gage	Director	2018
	Carolyn Hinton	Director	2018
	Vacant	Director	
Manner of Selection	Appointed		
Length of Term	4 years		
Meetings	N/A	N/A	
Agenda Distribution	N/A		
Minutes Distribution	N/A		
Contact			
Contact	Unknown		
Mailing Address	P.O. Box 30206, Cromberg, CA 96103		
Phone	Unknown		
Fax	Unknown		
Email/Website	N O N E		

Based on internet research on the District, it appears that there is no web presence for CCD. It is unknown if the District posts anything locally or at the cemetery itself. It is unknown how complaints are dealt with.

The District was not responsive during the LAFCo process. Attempts to contact the District were made via mail, email, and phone calls, but there were no responses to LAFCo's communications. The District did not demonstrate accountability nor transparency during this process.

Planning and Management Practices

Little is known about the District's planning or management practices given the lack of responsiveness on the part of CCD. It is unknown if the District maintains staff of any kind.

The District's finances, including its endowment care fund, are managed and tracked through the County. The County was able to provide up-to-date financial transaction reports for the District.

Government Code §53901 states that within 60 days after the beginning of the fiscal year each local agency must submit its budget to the county auditor. These budgets are to be filed and made available on request by the public at the county auditor's office. The District does not submit its budget as required to the County. All special districts are required to submit annual audits to the County within 12 months of the completion of the fiscal year, unless the Board of Supervisors has approved a biennial or five-year schedule.¹¹ CCD is required to conduct audits every five years. The District should ensure it is meeting the adopted audit requirements as determined by the Board of Supervisors and submitting budgets annually to the County as legally required.

Special districts must submit a report to the State Controller of all financial transactions of the district during the preceding fiscal year within 90 days after the close of each fiscal year, in the form required by the State Controller, pursuant to Government Code §53891. If filed in electronic format, the report must be submitted within 110 days after the end of the fiscal year. CCD has complied with this requirement as recently as 2015.

Existing Demand and Growth Projections

The territory within CCD has a wide variety of zoning designations, including suburban residential, secondary suburban, 10-acre rural residential, 20-acre rural residential, light and heavy industrial, recreation, recreation commercial, convenience commercial, general agriculture, mining, general forest, and timberland production.

Population

There were approximately 261 residents within the Cromberg Census Designated Place as of 2010. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time.

Existing Demand

Based on a survey of burials that was conducted in 2004, the cemetery seems to average about two burials per year.¹² It is likely that as the population of the area ages that demand for burials will increase.

Projected Growth and Development

The State Department of Finance (DOF) projects that the population of Plumas County will decrease by four percent in the next 10 years. Thus, the average annual population growth in the County is anticipated to be approximately negative 0.4 percent. Based on these projections, the District's population would decrease to approximately 260 in 2020. It is anticipated that demand for service within the District will remain relatively constant based on the DOF population growth projections through 2020.

¹¹ Government Code §26909.

¹² <http://www.cagenweb.com/plumas/CromCem.htm>

Growth Strategies

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

Financing

CCD did not report whether it considers its current revenue level adequate to provide services. The District, similar to other cemetery districts, operates within a minimal budget. The District has been able to accumulate reserves sufficient for contingency purposes and necessary capital improvements. The District also has accumulated an endowment care fund as required by law with a balance of interest income that can be used for cemetery care. Revenues appear to be appropriate to the services offered by and demand for services from the District.

CCD had a total of \$2,378 in revenue in FY 15-16. Revenue sources consisted of property taxes (66 percent), sale of burial lots (31 percent), and interest income (three percent).

The District's fee schedule was not provided and the fees charged are unknown. It appears that each plot prices may range from \$250 to \$500 based on sale of lot revenue posted in FY 15-16. The District must meet the legally required minimum endowment fee of \$4.50 per plot square foot for all plot types.¹³ Additionally, the principal act requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners.¹⁴ Without the District's fee schedule it cannot be determined if the District is meeting these requirements.

In FY 15-16, CCD paid a total of \$941 for professional services and taxes. It is unclear what the professional services were.

The District did not have long-term debt at the end of FY 15-16.

At the end of FY 15-16, CCD had a cash balance of \$19,678, of which \$18,222 was restricted for a specified use.

The District has an endowment care fund and provides endowment care to its cemetery, as required by law. Cemetery districts are required to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities.¹⁵ In FY 15-16, the District's endowment care fund had a balance of \$7,848, of which \$2,912 was from interest revenue (over the lifetime of the fund) that could be used in the maintenance of the cemetery.

Based on the District's expenditures, it does not appear that CCD is a member to any joint financing agreements or joint powers agreements.

¹³ Health and Safety Code §8738.

¹⁴ Health and Safety Code §9068.

¹⁵ Health and Safety Code §9065.

CEMETERY SERVICES

Service Overview

As previously mentioned, CCD did not respond to requests for information during the course of this review, so it is unclear what specific services related to its cemetery are provided. Pictures of the cemetery show that it is not grassed and therefore does not require regular landscaping work. Given the minimal amount paid toward professional services during the course of the year, it is assumed that any maintenance is minimal or that the District relies almost entirely on volunteers for maintenance of the grounds.

Staffing

The District does not employ any staff.

Facilities and Capacity

It is assumed that the District owns and maintains the Cromberg Cemetery, which is located 16 miles east of Quincy, off SR 70, on Old Cromberg Road. The earliest recorded burial in Cromberg Cemetery dates to 1886. Based on a survey of burials that was conducted in 2004, the cemetery seems to average about two burials per year.¹⁶ As of 2004, records show that there was a total of 185 plots in use.

It could not be determined how much space was still available within the cemetery at present.

Infrastructure Needs

The extent of any infrastructure needs related to Cromberg Cemetery is unknown.

Challenges

CCD faces a particular challenge filling board positions. As of the drafting of this report, the District had a vacant position on the Board that had been vacant for a couple of years. Given the smaller size of the population within the District, the pool of possible board members is limited.

This lack of interest in the operations of the District by the public has also resulted in a lack of accountability and transparency on the part of the District. The District does not have a web presence, and as such, available information on the District's operations is limited. Additionally, the District's only available contact information is a mailing address. The District did not respond to several attempts at contact via mail, email, and phone calls.

Service Adequacy

The following are indicators of service adequacy for cemetery districts, as defined by law or best practices. In some areas Cromberg Cemetery District meets or exceeds service

¹⁶ <http://www.cagenweb.com/plumas/CromCem.htm>

standards for adequate services, while other aspects could be improved upon as shown below.

- ❖ Districts that provide maintenance services on a year-round basis tend to be those with larger populations and property tax bases. Those that provide minimal maintenance tend to be those with smaller populations and less property tax. It is unknown in what manner and how often the District maintains the cemetery.
- ❖ Health and Safety Code §9068 requires cemetery districts to have non-resident fees. It is unknown if the District charges non-resident fees.
- ❖ Health and Safety Code §9065 requires cemetery districts to have an endowment fee. Crombeerg Cemetery District maintains an endowment fund and charges an endowment fee as required.
- ❖ According to Health and Safety Code §8738, a minimum endowment care fee must be \$4.50 per plot square foot. Cromberg Cemetery District appears to charge the minimum required fee.
- ❖ Cemetery districts can legally provide services to non-residents if the deceased satisfies the eligibility requirements of a non-district resident per Health and Safety Code §9061, and the non-resident fee is paid. The principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. CCD's burial practices of non-residents is unknown.
- ❖ In order to adequately plan for existing and future demand and capacity needs, cemeteries track the number of interments annually. It is unknown if CCD maintains records of its interments.

CROMBERG CEMETERY DISTRICT DETERMINATIONS

Growth and Population Projections

- ❖ There were approximately 261 residents within Cromberg Cemetery District (CCD) as of 2010. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time.
- ❖ Based on the Department of Finance (DOF) projections, the District's population will decrease to approximately 260 in 2020. It is anticipated that demand for service within the District will remain relatively constant based on the DOF population growth projections through 2020.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

- ❖ Due to the District's lack of response, little is known about the CCD's operations, infrastructure needs, and available capacity.
- ❖ Cromberg Cemetery seems to average about two burials per year. It is likely that as the population of the area ages that demand for burials will increase.
- ❖ As of 2004, records show that there was a total of 185 plots in use; however, it could not be determined how much space was still available within the cemetery at present.
- ❖ As the District did not respond, it is unclear if the District is meeting all legal requirements. At the very least, it is apparent that the District is making annual reports to the State Controller's Office and maintains an endowment care fund as required.

Financial Ability of Agencies to Provide Services

- ❖ CCD did not report whether it considers its current revenue level adequate to provide services. The District, similar to other cemetery districts, operates within a minimal budget. The District has been able to accumulate reserves sufficient for contingency purposes and necessary capital improvements. The District also has accumulated an endowment care fund. Revenues appear to be appropriate to the services offered by and demand for services from the District.
- ❖ The District has a healthy restricted reserve that could finance over 20 years of services.

Status of, and Opportunities for, Shared Facilities

- ❖ CCD does not appear to practice facility sharing with other agencies.
- ❖ Sharing resources with other cemetery districts may provide an opportunity for improved efficiency and decreased costs.

Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

- ❖ The District was not responsive during the LAFCo process. Attempts to contact the District were made via mail, email, and phone calls, but there were no responses to LAFCo's communications. The District did not demonstrate accountability nor transparency during this process.
- ❖ CCD faces a particular challenge filling board positions. As of the drafting of this report, the District had a vacant position on the Board that had been vacant for a couple of years. Given the smaller size of the population within the District, the pool of possible board members is limited.
- ❖ The District is in need of a general avenue for public communication. The District does not have a web presence, and as such, available information on the District's operations is limited. Additionally, the District's only available contact information is a mailing address. The District did not respond to several attempts at contact via mail, email, and phone calls.
- ❖ Given the challenges faced by the District in maintaining a full governing body and operating in a transparent manner, dissolution of CCD and annexation of the area by a neighboring cemetery district, such as Mohawk Valley Cemetery District or Quincy LaPorte Cemetery District, is an option. Should LAFCo desire to indicate the eventual dissolution of CCD, then a zero SOI would be appropriate.

10. MEADOW VALLEY CEMETERY DISTRICT

Meadow Valley Cemetery District (MVCD) provides operations and maintenance of Meadow Valley Cemetery. An MSR has never been performed for MVCD.

AGENCY OVERVIEW

Background

MVCD was formed on June 20, 1924 to maintain and operate the Meadow Valley Cemetery.

The principal act that governs the District is the Public Cemetery District Law.⁴⁰ The principal act authorizes the district to own, operate, improve, and maintain cemeteries, provide interment services within its boundaries, and to sell interment accessories and replacement objects (e.g., burial vaults, liners, and flower vases). Although the district may require and regulate monuments or markers, it is precluded from selling them. The principal act requires the district to maintain cemeteries owned by the district.⁴¹ The law allows the district to inter non-residents under certain circumstances.⁴² Districts must apply and obtain LAFCo approval to exercise latent powers or, in other words, those services authorized by the principal act but not provided by the district at the end of 2000.⁴³

Boundaries

The District is located in the southwest portion of Plumas County and encompasses the communities of Meadow Valley and Bucks Lake. The District's boundaries extend from the county line in the west to just west of Quincy in the east, and from just north of the community of Cascade in the south to just south of SR 70 in the north. MVCD is abutted by Quincy LaPorte Cemetery District to the east and south. There is not a cemetery provider to the north of MVCD.

MVCD's boundaries encompass 218 square miles. There have been no recorded changes to the District's boundaries since formation.

⁴⁰ California Health and Safety Code §9000-9093.

⁴¹ California Health and Safety Code §9040.

⁴² Non-residents eligible for interment are described in California Health and Safety Code §9061, and include former residents, current and former taxpayers, family members of residents and former residents, family members of those already buried in the cemetery, those without other cemetery alternatives within 15 miles of their residence, and those who died while serving in the military.

⁴³ Government Code §56824.10.

Sphere of Influence

The District's SOI was last updated in 1976.⁴⁴ The sphere is coterminous with the District's boundaries. The District's boundaries and sphere of influence are shown in Figure 10-1.

Extra-territorial Services

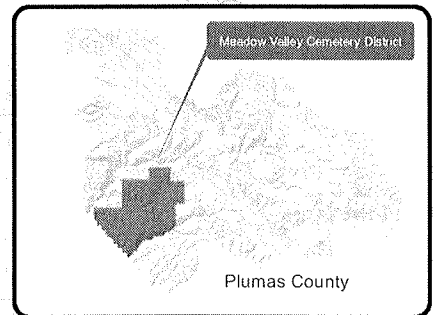
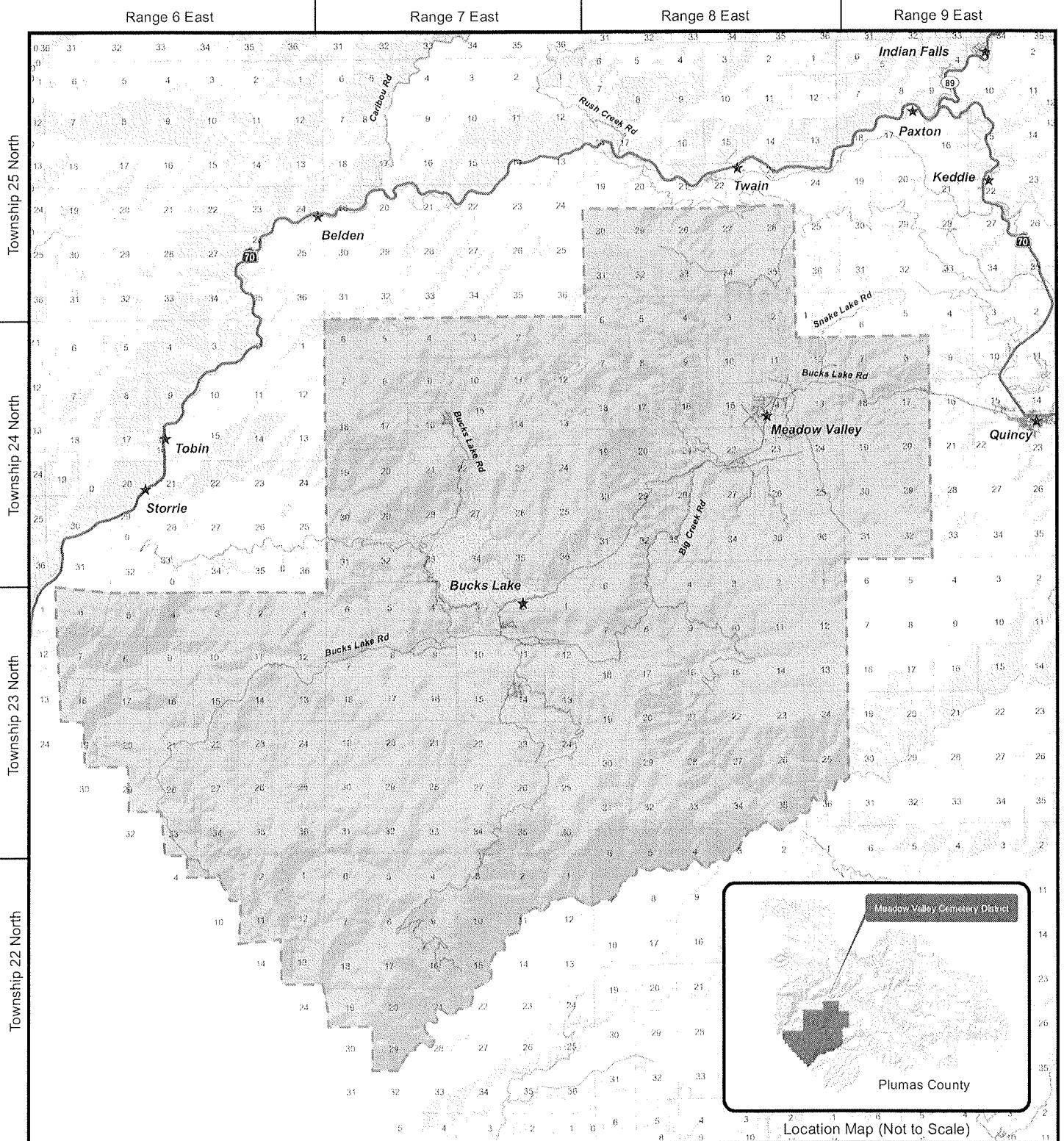
MVCD does not provide services at cemeteries outside of its boundaries. The District will bury any non-resident of the District for a higher fee.

Areas of Interest

The District did not identify any areas of interest.

⁴⁴ LAFCo Resolution No. 76-59.

Meadow Valley Cemetery District



Legend

- Highways
- Major Roads
- Stream / River
- Waterbodies
- Parcels
- Sectional Grid (MDB&M)
- Communities
- Meadow Valley Cemetery District
- Meadow Valley Cemetery District Proposed Sphere of Influence Boundary



0 1 2 3 4 Miles

Meadow Valley Cemetery District

Resolution:

Formation: June 20, 1924

Meadow Valley Cemetery District

Sphere of Influence

Resolution: 76-59

Adopted: November 10, 1976

Source: Plumas LAFCo

Map Created 12/3/2016

Accountability and Governance

MVCD's governing body is composed of five board members who are appointed by the County Board of Supervisors to four-year terms. There is presently one vacancy on the Board. Current board member names and positions are shown in Figure 10-2.

District meetings are held approximately four times a year or as needed at the Meadow Valley Fire Station. Meetings are not held at a specific time, but are instead are based on availability of the board members. Agendas are posted at the fire station. Minutes are available upon request.

Figure 10-2: Meadow Valley Cemetery District Governing Body

Figure 10 Meadow Valley Cemetery District Governing Body

Meadow Valley Cemetery District		
Governing Body and Board Meetings		
Manner of Selection	Appointed by Board of Supervisors	
Length of Term	Four years	
Meetings	Held approximately four times a year or as needed at Meadow Valley Fire station. Meetings are scheduled based on availability of board members.	
Agenda Distribution	Posted at the fire station	
Minutes Distribution	Minutes are read at the following meeting. Digital and hard copies are available upon request.	
Board of Directors		
Board Member	Position	
Thelma Olson	President	
John Schmidt	Secretary	
Vicki Sutton	Director	
Gerry Filippi	Director	
Vacancy	Director	
Contact		
Contact	Thelma Olson	
Mailing Address	P.O. Box 208, Meadow Valley, CA 95956	
Phone	530-283-2615	
Email/Website	Flyingt@psln.com	

Due to the smaller size of the community, residents generally know who sits on the Board of the District and how to contact them. The District does not conduct outreach beyond posting of the agenda at present; however, the District has plans to erect a kiosk at the cemetery to make a location to post board contact info and any other announcements.

Should a member of the public wish to submit a complaint to the District, they may comment during the comment period at any of the District's meetings or submit a complaint in person to any member of the Board. A board member would then be assigned to address the complaint and handle it to completion. The District reported that it rarely receives complaints, but any complaints are generally related to a concern at the cemetery. The District reported that it received no complaints in 2015.

Government Code §87203 requires persons who hold office to disclose their investments, interests in real property and incomes by filing appropriate forms each year. Unlike other counties in the State, the Plumas County Clerk-Recorder does not act as the filing officer for the special districts. Each district holds responsibility for collecting the Form 700s and maintaining copies in their records. All the District's Board members filed Forms 700 for 2016.

MVCD demonstrated accountability and transparency during the LAFCo MSR process. The District responded to requests for information and documents and took part in an interview.

Planning and Management Practices

MVCD employs one part time seasonal maintenance person to handle most maintenance around the cemetery. The employee provides services May thru October and averages about 20 hours of work per week during that time, with more time dedicated during the spring months. The District occasionally hires private companies to do specialized services, such as tree trimming or plumbing. The District does not make use of volunteers for maintenance purposes. An accounting firm is hired for financial management and auditing.

The maintenance employee is overseen by the Board. While no formal evaluations are conducted of the employee, the Board has chosen to rehire the same person each year indicating acceptable performance in the view of the Board. Additionally, a board member does a weekly inspection of the cemetery to identify any necessary work to be done. The work load of the maintenance employee is not tracked through a time sheet or other log, as he is paid a flat monthly wage.

Similarly, the District does not perform any formal evaluations of its own performance, but, by conducting the weekly cemetery assessments, tries to ensure that the cemetery looks well maintained, which is the primary roll of the District.

The District's financial planning efforts include annually adopted budgets and financial statements audited every five years. The last audit was for the FYs 09-10 through 13-14. MVCD does not adopt a formal Capital Improvement Plan (CIP). Given the small size of the Cemetery, there are not many projects for which planning is necessary. The most recent large size project was installation of new sprinklers. Planning for future projects is conducted at the board meetings as needed.

Government Code §53901 states that within 60 days after the beginning of the fiscal year each local agency must submit its budget to the county auditor. These budgets are to be filed and made available on request by the public at the county auditor's office. All special districts are required to submit annual audits to the County within 12 months of the completion of the fiscal year, unless the Board of Supervisors has approved a biennial or five-year schedule.⁴⁵ MVCD is on a five-year audit schedule. The District complies with these requirements.

Special districts must submit a report to the State Controller of all financial transactions of the district during the preceding fiscal year within 90 days after the close of each fiscal

⁴⁵ Government Code §26909.

year, in the form required by the State Controller, pursuant to Government Code §53891. If filed in electronic format, the report must be submitted within 110 days after the end of the fiscal year. The District has complied with this requirement.

Existing Demand and Growth Projections

The territory within MVCD has a wide variety of zoning designations, including suburban residential, secondary suburban, 10-acre rural residential, 20-acre rural residential, convenience commercial, recreation, agricultural preserve, general forest, and timberland production.

Population

There were approximately 464 residents within the Meadow Valley and Bucks Lake Census Designated Places as of 2010. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time.

Existing Demand

The District averages about five to six burials per year. The District reported that there has been no change in the population served in recent years; however, there has been a general transition from full-body burials to burial of cremated remains, due to economic pressures for a cheaper burial option. Additionally, aging of the population has led to greater demand for burials.

Projected Growth and Development

Given historical trends of little to no growth within the District, MVCD expects continued slow growth in the area.

The State Department of Finance (DOF) projects that the population of Plumas County will decrease by four percent in the next 10 years. Thus, the average annual population growth in the County is anticipated to be approximately negative 0.4 percent. Based on these projections, the District's population would decline to approximately 463 in 2020. It is anticipated that demand for services within the District will remain relatively constant based on the DOF population growth projections through 2020.

Growth Strategies

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

Financing

MVCD reported that it considers its existing income level to be sufficient to provide services. The District's primary revenue sources are property taxes, and burial and endowment fees. The District reported that there was not a substantial impact from the recession and with no major upcoming projects, revenues have continued to cover annual expenditures.

The District has recently raised fees, and makes efforts to keep expenditures to a minimum by water at non-peak hours to lower water bill, installing a more water efficient sprinkler system, and relying on board member volunteered time without reimbursement. Revenues appear to be appropriate to the services offered by and demand for services from the District. The District is not considering any additional revenue sources.

MVCD had a total of \$13,677 in revenue in FY 15-16. Revenue sources consisted of property taxes (59 percent), sale of burial lots (31 percent), a transfer from the endowment fund (seven percent), a reimbursement (two percent), and interest income (less than one percent).

The District has a detailed list of fees for the lots, endowment care, vaults, administration, service set up, and cremation opening and closing. The cost for a full burial site alone is \$700 for those inside the District and \$1,200 for those outside of the District. A full-sized lot can be purchased with space for six urns with cremated remains, or cremation sites are available that can fit up to four urns for \$500 district residents and \$700 for non-district residents. The District must meet the legally required minimum endowment fee of \$4.50 per plot square foot for all plot types.⁴⁶ Additionally, the principal act requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners.⁴⁷ MVCD is meeting these fee requirements.

In FY 15-16, MVCD's expenditures totaled \$10,511, comprised of salaries and benefits (60 percent), services and supplies (38 percent), and fixed assets in the form of new crypts (one percent).

The District did not have long-term debt at the end of FY 15-16.

The District does not have policy regarding a certain level of reserves to be maintained. Any remaining balance at the end of the year is rolled over in the cash fund. At the end of FY 15-16, MVCD had a cash balance of \$21,292, which is equivalent of just under two years of expenditures for the District. The balance has not been earmarked for a particular purpose.

In addition, the District has an endowment care fund and provides endowment care to its cemetery, as required by law. Cemetery districts are required to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities.⁴⁸ In FY 15-16, the District's endowment care fund had a balance of \$28,086.

MVCD is a member of Golden State Risk Management Authority for liability and workers compensation insurance. Golden State Risk Management Authority is an insurance pool for public entities in California, and is a joint financing mechanism for MVCD.

⁴⁶ Health and Safety Code §8738.

⁴⁷ Health and Safety Code §9068.

⁴⁸ Health and Safety Code §9065.

CEMETERY SERVICES

Service Overview

MVCD operates and maintains Meadow Valley Cemetery, including sales of full sized and cremated remain plots, opening and closing of cremated remain plots, and regular maintenance of the property from May to October. The District has an agreement with Quincy LaPorte Cemetery District for the opening and closing of full-sized plots. There are no structures on the cemetery grounds, such as vaults and mausoleums.

Facilities and Capacity

Meadow Valley Cemetery is approximately 1.5 acres. The District reported that the developed portion of the cemetery is approximately 80 percent full and would likely be full in about five years. However, the undeveloped portion of the cemetery district will be able to handle burials well into the future.

The District averages about five to six burials per year. The District reported that it would provide annual burials for the last five years prior to adoption of the MSR by LAFCD.

Infrastructure Needs

The District reported that at present there are no significant needs at the cemetery. A site visit confirmed that the cemetery is regularly cared for and well maintained. The District would like to add a kiosk at the cemetery for posting of significant information and announcements.

Challenges

MVCD does not appear to face any particular challenges to providing adequate services. Revenues are appropriate to the services provided, and the District has effective agreements with a maintenance employee and Quincy LaPorte Cemetery District to enhance efficiency.

Service Adequacy

The following are indicators of service adequacy for cemetery districts, as defined by law or best practices. In some areas Meadow Valley Cemetery District meets or exceeds service standards for adequate services, while other aspects could be improved upon as shown below.

- ❖ Districts that provide maintenance services on a year-round basis tend to be those with larger populations and property tax bases. Those that provide minimal maintenance tend to be those with smaller populations and less property tax. MVCD is able to provide regular maintenance during the period from May to October each year. A site visit confirmed that the cemetery is well maintained.
- ❖ Health and Safety Code §9068 requires cemetery districts to have non-resident fees. MVCD appropriately charges additional fees for non-residents of the District.

- ❖ Health and Safety Code §9065 requires cemetery districts to have an endowment fee. MVCD maintains an endowment fund and charges an endowment fee as required.
- ❖ According to Health and Safety Code §8738, a minimum endowment care fee must be \$4.50 per plot square foot. MVCD charges the minimum required fee.
- ❖ Cemetery districts can legally provide services to non-residents if the deceased satisfies the eligibility requirements of a non-district resident per Health and Safety Code §9061, and the non-resident fee is paid. The principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. MVCD reported that it has had the practice of burying any interested party regardless of residency, which is not within the defined limits of the law. It is recommended that MVCD review the law and bring it into practice.
- ❖ In order to adequately plan for existing and future demand and capacity needs, cemeteries track the number of interments annually. MVCD tracks the number of annual interments, which is considered a best management practice.

MEADOW VALLEY CEMETERY DISTRICT DETERMINATIONS

Growth and Population Projections

- ❖ There were approximately 464 residents within the Meadow Valley and Bucks Lake Census Designated Places as of 2010. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time.
- ❖ Based on the Department of Finance (DOF) projections, the District's population will decrease to approximately 463 in 2020. It is anticipated that demand for service within the District will remain relatively constant based on the DOF population growth projections through 2020.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

- ❖ The District reported that the developed portion of the cemetery is approximately 80 percent full and would likely be full in about five years. However, the undeveloped portion of the cemetery district will be able to handle burials well into the future.
- ❖ MVCD does not appear to face any particular challenges to providing adequate services. Revenues are appropriate to the services provided, and the District has effective agreements to enhance efficiency. MVCD meets all legal requirements of cemetery districts, except for burial limitations prescribed to non-residents of the District.
- ❖ The District reported that at present there are no significant needs at the cemetery. A site visit confirmed that the cemetery is regularly cared for and well maintained. The District would like to add a kiosk at the cemetery for posting of significant information and announcements.

Financial Ability of Agencies to Provide Services

- ❖ The District has recently raised fees, and makes efforts to keep expenditures to a minimum. Revenues appear to be appropriate to the services offered by and demand for services from the District.
- ❖ The District's primary revenue sources are property taxes, and burial and endowment fees. The District reported that there was not a substantial impact from the recession and with no major upcoming projects, revenues have continued to cover annual expenditures.
- ❖ The District's fee schedule is adequate as it meets legal requirements and income needs.
- ❖ At the end of FY 15-16, MVCD had a cash balance of \$21,292, which is equivalent of just under two years of expenditures for the District. The balance has not been earmarked for a particular purpose.

- ❖ The District maintains an endowment fund as required by law to ensure care for the cemetery in perpetuity.

Status of, and Opportunities for, Shared Facilities

- ❖ MVCD practices resource sharing by making use of Quincy LaPorte Cemetery District for opening and closing of full-body burial sites. MVCD is one of the rare cemetery districts that collaborates with a neighboring cemetery district.
- ❖ Sharing resources with other cemetery districts may provide an opportunity for improved efficiency and decreased costs.

Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

- ❖ MVCD demonstrated accountability in its disclosure of information and cooperation with Plumas LAFCo. The District responded to the questionnaires and cooperated with the document and interview requests.
- ❖ MVCD should ensure that it is up-to-date on required ethics training for all board members.
- ❖ No governance alternatives were identified for MVCD.

4F2



COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the March 2, 2021 meeting of the Plumas County Board of Supervisors

Subject: Redistricting according to the 2020 Census
To: Honorable Board of Supervisors, Clerk of the Board, County Counsel
From: Gabriel Hydrick, County Administrator
Date: 2/18/2021

Background/Introduction:

After the Census, which occurs every 10 years, supervisorial districts must be drawn so that each district is substantially equal in population. The purpose is to ensure each supervisorial district represents about the same number of constituents when they vote for a County Supervisor. The process includes four (4) public hearings and the drawing of maps. This process also follows a set of criteria with a set order of priority, which include:

1. Geographically contiguous districts whereby supervisorial districts should share a common border with the next supervisorial district.
2. The geographic integrity of local neighborhoods or communities shall be respected in a manner that minimizes its division.
3. Geographic integrity of a city shall be respected in a manner that minimizes its division.
4. Easily identifiable boundaries should follow natural or artificial barriers, such as rivers, streets, highways, and rail lines.
5. Lines shall be drawn to encourage geographic compactness. In addition, boundaries shall not be drawn for purposes of favoring or discriminating against a political party.

Further details of criteria and requirements are found in [AB 849](#) and [AB 1276](#).

Currently the County faces challenges with the [timeline](#) and a number of uncertainties. The California State Census Data Center contacted the County to inform us the Census Bureau has announced that the 2020 PL 94-171 data file will be delivered to all states at once by September 30, 2021. **This is 6 months later than the original planned delivery date of March 31, 2021.** Staff will continue to monitor legislative actions for potential changes as well as updates from the California State Census Data Center and the Census Bureau. At this point, staff anticipates receiving final numbers by the end of October, which gives the County less than two weeks to fit in 3 public hearings and two readings of the ordinance, plus development of the map. A tentative redistricting timeline is included as **Attachment 'A'**. California Redistricting Rules for all public entities is included as **Attachment 'B'**.

Staff proposes the redistricting County team be comprised of the Planning Director, County Counsel, GIS, Clerk-Recorder-Elections, IT and the County Administrator.

In addition, the intricacies of the process, especially with a consolidated timeline, practically demand the services of a consultant. Staff is reviewing the different requirements with their accompanying timelines and is now seeking Board authorization to develop and submit an RFP for redistricting and demography services. A draft list of potential services for contract is included as **Attachment 'C'**.

Finding Analysis:

Staff finds that the changing deadlines, intricate requirements and tentative timeline necessitates the use of professional redistricting services.

Recommended Actions:

Staff respectfully requests the Board to:

- Approve the County Redistricting Team to consist of Planning Director, County Counsel, GIS, Clerk-Recorder, and the County Administrator
- Adopt the suggested timeline for the redistricting process (see Attachment 'A')
- Authorize staff to develop and distribute a RFP for Redistricting and Demography services

Or

- Provide different direction to staff

Fiscal Impact:

Preliminary costs to hire a consultant range \$25,000 – 50,000 depending upon the scope of work. Currently there is sufficient funding to in Gen Admin, Prof Services line item.

Attachments:

Attachment 'A'- Tentative 2021 Redistricting Timeline for Plumas County

Attachment 'B'- California Redistricting Rules (all public entities)

Attachment 'C'- Likely scope of services for consultant

Tentative 2021 Redistricting Timeline for Plumas County

Background: Every 10 years the boundaries of Plumas County's Supervisorial Districts shall be adjusted so that each district is reasonably equal in population, geographically contiguous, and the boundaries shall take into account the topography, geography, cohesiveness, contiguity, integrity, compactness of territory, and community of interest of the Supervisorial Districts. Tentative timeline as follows:

**March
2021**

- U.S. Census Bureau delivers census counts to the states. Local redistricting will begin sometime after the release of census data, which must occur by April 1, 2021. However, with the pandemic, census data may not be available by the March 31 statutory deadline and a good guess is the data will be release mid-to late-April to the states, then California will make their adjustments to the data (e.g., moving people incarcerated in prisons to be counted in their hometowns, college population, etc.). That could mean that data will be ready to use in Plumas County at some point in May.

**April
2021**

- If the census data is released in March, census data will then be released to the public. Public education of the redistricting process, website creation, and outreach should start at this point. Create an initial public informational meeting (new requirement before generating the first draft map). With the pandemic, this will more than likely impact the process. Question: Shift meeting to an online-only platform?

**April –
September
2021**

- Create first rounds with multiple maps to get public input. First draft maps available after August 1, 2021. Then those maps will be fine-tuned and narrowed until the adoption of the final map (*see the attached local jurisdiction requirements – highlighted in yellow*).

**October 1,
2021***

**(Possibly
December
2021 or
April 2022 –
see Special
Note)**

- BOS to adopt new redistricting plan maps. (*Counties are statutorily required to adopt new maps no later than 151 days before their next regular election occurring after March 1, 2022, which works out to October 8, 2021 for the election scheduled for March 8, 2022. We will need to determine the exact date of the next election to get this date – see **special note** below.). Per election code §§ 21509(a) & (b)(2), if counties fail to meet the statutory deadline, they could be liable for attorney's fees and cost incurred by any resident who petitions the superior court for an order adopting supervisorial boundaries, as well as the costs associated with a special master if the superior court appoints one to assist the court with adopting new district boundaries.
- **Special Note:** Senate Bill 970 currently passed in September 2020 which will move California's primary March 2022 election back to June 7, 2022. This means the deadline will change to December 2021 for counties with June 2022 elections or April 2022 for counties with November 2022 elections. We need to verify that this is correct with County Counsel and confirm when the next election is scheduled with Elections.

**October
2021 - ?**

- GIS to redraw current 284 precincts to include new adopted BOS boundaries. Precinct criteria to include:
 - Maximum precinct size of 250 registered voters (try to not exceed 200 to avoid splitting precincts in the future)

California Redistricting Rules

*E minus a # means Election Day minus the number of days noted.

Unless otherwise designated, the current elected body (board of supervisors, city council, school board, etc.) is responsible for drawing the new district lines. Code sections may be found at leginfo.ca.gov

	Time Frame for Redistricting*	Mid-Cycle Redistricting	Remedies if Government Misses Deadlines	Criteria Applied to Drawing District Lines	Transparency & Public Engagement
All Jurisdictions	General Blackout from E-125 No redistricting can be done during the period from 125 days before Election Day, up through Election Day.	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	For all local government jurisdictions in the process of transitioning from at-large to by-district elections, special transparency rules apply that include: • Two hearings prior to issuing the first draft map. • Two hearings after the draft map is issued. • Seven-day posting requirement for the draft map. • Seven-day posting requirement prior to the adoption of the final map.
State Federal Congressional, State Legislative, & Board of Equalization Districts	August 15, 2021 Done by the independent California Citizens Redistricting Commission. To find out more check wedrawthelines.ca.gov	Mid-cycle redistricting is not allowed at the state level.	The Supreme Court appoints a Special Master and then adopts new maps.	<ul style="list-style-type: none"> • Equal Population - Districts must be of equal population to comply with the U.S. Constitution. • Voting Rights Act - Districts must comply with the Voting Rights Act to ensure that minorities have an equal opportunity to elect representatives of their choice. • Geographic Contiguity - Districts must be contiguous so that all parts of the district are connected to each other. • Communities of Interest Preservation - Districts must respect the boundaries of cities, counties, neighborhoods and communities of interest, and minimize their division, to the extent possible. • Geographic Compactness - Districts should be geographically compact, that is, have a fairly regular shape. • Political Boundaries - Where practicable each Senate District should be comprised of two complete and adjacent Assembly Districts. Board of Equalization districts shall be composed of 10 complete and adjacent State Senate Districts. • Prohibit Favoritism - Districts shall not be drawn to favor or discriminate against an incumbent, candidate, or political party. <p>California Constitution article XXI CA Government Code, sections 8251 - 8253.6</p>	<p>Strict transparency and public engagement requirements for the whole process. Details are outlined in the government code cited below.</p> <p>For the Commission application and selection process: State Auditor's Office conducts outreach program to alert the public to the application process and encourage the submission of applications by a diverse pool of qualified applicants with specific requirements. Entire process of selection, including interviews, conducted in public, and available online.</p> <p>2 CA Code of Regulations, section 60840.</p> <p>For the Commission's work: CA Constitution mandates open and transparent process. Commission must: • Comply with Bagley-Keene Act (all meetings noticed 14 days in advance except meeting in August to adopt final maps) • Public access to all records • Promote public input by all means</p> <p>California Constitution article XXI CA Government Code, sections 8251 - 8253.6</p>

California Redistricting Rules

"E minus a #th" means Election Day minus the number of days noted.

Unless otherwise designated, the current elected body (board of supervisors, city council, school board, etc.) is responsible for drawing the new district lines. Code sections may be found at leginfo.ca.gov

	Time Frame for Redistricting*	Mid-Cycle Redistricting	Remedies if Government Misses Deadlines	Criteria Applied to Drawing District Lines	Transparency & Public Engagement
Counties Supervisor Districts	No earlier than August 1, 2021; no later than E-151. CA Election Code, section 21501.	Board may redistrict mid-cycle with Department of Finance data or after conducting a county census.	The Superior Court may appoint a Special Master. CA Election Code, section 21509.	<ul style="list-style-type: none"> Equal Population of each district required Voting Rights Act & California Voting Rights Act must be followed. <p>Then the following <i>in order of priority</i>:</p> <ol style="list-style-type: none"> Geographic Contiguity to the extent practicable. Areas that meet only at the points of adjoining corners are not contiguous. Areas that are separated by water and not connected by a bridge, tunnel, or regular ferry service are not contiguous. Communities of Interest Preservation to the extent practicable. A "community of interest" is a population that shares common social or economic interests that should be included within a single supervisorial district for purposes of its effective and fair representation. Geographic Integrity of a city or census designated place shall be respected to the extent practicable. Geographic Compactness should be encouraged to the extent practicable, where it doesn't conflict with previous criteria, and in a manner to ensure that nearby areas of population are not bypassed in favor of more distant populations. Easily identifiable by Residents To the extent practicable, districts shall be bounded by natural and artificial barriers, including streets. Prohibit Favoritism No partisan favoritism or discrimination. <p>CA Election Code, sections 21500, 21601, and 21621.</p>	<p>Hearing & Map Requirements.</p> <ul style="list-style-type: none"> One hearing prior to issuing first draft map. Two hearings after draft map issued. One hearing or workshop on weekend or weeknight after 6 PM. Hearings must be accessible to people with disabilities. Hearing notices published five days beforehand; three days if election is less than 179 days away. Draft maps posted online seven days before adoption of final map; five days if election is less than 179 days away. If available, draft maps submitted by county/city must include total population, citizen voting age population (CVAP), and racial & ethnic characteristics of CVAP in each proposed district. <p>Outreach.</p> <ul style="list-style-type: none"> Board/Council's good faith outreach required to reach underrepresented and non-English speaking communities. Disseminate info through media, good government, and community orgs, including those serving language minorities. Live translation required if requested 72 hours in advance; or 48 hours if hearing is scheduled less than five days before notice. Dedicated internet web page with info in English and any languages in which county is required to produce ballots. Must post explanation of process and opportunities for engagement, calendar, hearing notices, maps under consideration, and final map. Public comment and map drafts may be submitted in writing or electronically and must be made publicly available.
General Law Cities Council Districts	No earlier than August 1, 2021; no later than E-151. CA Election Code, section 21602.	Council must redistrict mid-cycle where annexation or consolidation makes the districts unequal.	The Superior Court may appoint a Special Master. CA Election Code, section 21609.	Same as Counties. See above.	<p>Same as Counties (see above) with one caveat:</p> <p>In-language requirements extended to languages spoken by residents with limited English proficiency who constitute 3 percent or more of the city's total population.</p> <p>CA Election Code, sections 21607-21608</p>
Charter Cities Council Districts	No earlier than August 1, 2021; no later than E-151. CA Election Code, section 21622.	Council may redistrict mid-cycle, if authorized in city charter.	The Superior Court may appoint a Special Master. CA Election Code, section 21629.	<p>Same as General Law Cities. See above.</p> <p>Important Caveat:</p> <p>Charter Cities may adopt their own independent redistricting criteria</p>	<p>Same as General Law Cities (see above)</p> <p>CA Election Code, sections 21627-21628</p>

California Redistricting Rules

"E minus a #:" means Election Day minus the number of days noted.

Unless otherwise designated, the current elected body (board of supervisors, city council, school board, etc.) is responsible for drawing the new district lines. Code sections may be found at leginfo.ca.gov

	Time Frame for Redistricting*	Mid-Cycle Redistricting	Remedies if Government Misses Deadlines	Criteria Applied to Drawing District Lines	Transparency & Public Engagement
County Boards of Education	Not Applicable	County Committees on School District Organizations (CCSDO) may, by 2/3 vote, redistrict anytime on request by the County Board. CA Education Code, sections 1002, 4000 - 4014	Remedy uncertain	<ul style="list-style-type: none"> • Equal Population "As equal as may be." • Voting Rights Act - Silent on requirement to comply. Discretionary Criteria that may be considered. No ranking of criteria. • Topography • Geography • Cohesiveness, Contiguity, and Compactness of the territory • Communities of Interest CA Education Code, section 1002	No public hearing required.
School Boards	Feb. 28, 2022 (E-120) CA Education Code, section 5019	The CCSDO may redistrict anytime on its own initiative or if a citizen petition qualifies. CA Education Code, section 5019	The County Committee on School District Organization (CCSDO) draws districts. CA Education Code, section 5019.5	<ul style="list-style-type: none"> • Equal Population "As nearly as may be ... same proportion" • Voting Rights Act - Silent on requirement to comply. CA Education Code, section 5019.5	Hearings - One public hearing is required. CA Education Code, section 5019
Community Colleges	Feb. 28, 2022 (E-120) CA Education Code, section 5019	The CCSDO may redistrict anytime on its own initiative or if a citizen petition qualifies. CA Education Code, section 5019	The County Committee on School District Organization (CCSDO) draws districts. CA Education Code, section 5019.5	<ul style="list-style-type: none"> • Equal Population "As nearly as may be ... same proportion" • Voting Rights Act - Silent on requirement to comply. CA Education Code, section 5019.5	Hearings - One public hearing is required. CA Education Code, section 5019
Special Districts	E-180 CA Election Code, section 22000	May redistrict anytime by 2/3 vote. CA Election Code, section 22000	Use existing unequal districts (unchanged).	<ul style="list-style-type: none"> • Equal Population - equal "as far as practicable." • Voting Rights Act - Must comply Discretionary Criteria that may be considered. No ranking of criteria. • Topography • Geography • Cohesiveness, Contiguity, and Compactness of the territory • Communities of Interest CA Election Code, section 22000	Hearings - One public hearing is required. CA Election Code, section 22001
* Important Note on Timing. California's new March Primary has caused problems with the dates noted here. Before candidates file to run for office, they need to know the election district in which they will run.					

DRAFT CALIFORNIA CITY & COUNTY REDISTRICTING SAMPLE TIMELINE

A project of:



Last Updated: December 28, 2020

All citations are to the California Elections Code (EC), except as noted.

First Regular Election Date after January 1, 2022:	First Day Draft Maps Can Be Drawn (Anticipated)	Deadline to Pass Maps.*	Approximate Months to Redistrict	Minimum Months from New Map to Election
March 8, 2022 (Off-Cycle, March Even Year)	~ May 21, 2021	September 15, 2021 (E-174)	3.8	5.7
April 12, 2022 (Off-Cycle, April Even Year)	~ May 21, 2021	October 20, 2021 (E-174)	5.0	5.7
June 7, 2022 (On-Cycle, June State Primary)	~ May 21, 2021	December 15, 2021 (E-174)	6.8	5.7
November 8, 2022 (On-Cycle, Nov. State General)	~ May 21, 2021	April 17, 2022 (E-205)	10.9	6.7
March 7, 2023 (Off-Cycle, March Odd Year)	~ May 21, 2021	August 14, 2022 (E-205)	14.8	6.7
April 11, 2023 (Off-Cycle, April Odd Year)	~ May 21, 2021	September 18, 2022 (E-205)	15.9	6.7
November 7, 2023 (Off-Cycle, November Odd Year)	~ May 21, 2021	April 16, 2023 (E-205)	22.8	6.7

* Note: Charter Cities may set their own redistricting deadline by ordinance. EC 21622(b).

SUMMARY

The timeline and process for city and county redistricting was recently changed by AB 849 (Bonta, 2019) and AB 1276 (Bonta, 2020). This document and the following chart summarizes key timing requirements and deadlines based on a jurisdiction's first regular election after census data is released. The new law has 3 main timing requirements:

-Waiting Period: To give community groups time to provide feedback before mapping begins, state law requires cities and counties to wait 21 days after the Statewide Database releases adjusted census data for use in city and county redistricting data before the first city/county draft map is released. (This Waiting Period is reduced or eliminated for some jurisdictions with regular elections in the first half of 2020 if there is a delayed release of census data which would result in a very compressed redistricting timeline.)

-Deadline: Cities and counties must adopt final district maps between 6 to 7 months before their first regular election after the release of census data is held. Jurisdictions with regular elections between January 1 to July 1, 2022, must complete redistricting 174 days before that election (or "E-174"). Jurisdictions with regular elections after July 1, 2022, must complete redistricting 205 days before that (E-205). (Jurisdictions with an early 2022 election were given an extra 31 days to redistrict because of the unique risk this cycle that census data could be delayed. In future cycles, all jurisdictions will have an E-205 deadline.) Charter cities, by ordinance, may adopt a different redistricting deadline.

-Reduced Notice/Posting Requirements: Cities and counties are required to notice redistricting hearings and workshops 5 days in advance (instead of 3 under the Brown Act). Final redistricting maps must also be posted online for 7 days before being adopted. However, in the last 28 days before a jurisdiction's deadline to adopt maps, those requirements reduce to 3 days, to give local governments more flexibility to adopt maps in time.

Most of the deadlines and timing requirements in the following chart are fixed because they are calculated from a jurisdiction's next election date. However, as indicated in the chart, the dates for when census data and adjusted census data will be released are not yet known; the dates in the chart assume the data is released on-schedule. The Waiting Period and In-Lieu Compression dates are necessarily approximate as well because they are determined based on when adjusted census data is released.

SAMPLE TIMELINE BASED ON CITY/COUNTY'S FIRST REGULAR ELECTION AFTER JANUARY 1, 2022

Key: "D" = Redistricting Deadline; "E" = Election Day; "AD" = State Adjusted Data Release Day; "+/-#" = add/subtract days; *italicized* Date = Estimate

Jurisdiction's Election Date:	March 8, 2022	April 12, 2022	June 7, 2022	November 8, 2022	March 7, 2023	April 11, 2023	November 7, 2023	Source
Census Data Release Deadline	All: March 31, 2021 <i>Caution:</i> this cycle redistricting data may be delayed beyond the legal deadline by several months.							13 U.S.C § 141 (c)
State-Adjusted Data (AD) Released (Anticipated):	All: ~ April 30, 2021 Census Data Release + ~30 Note: Statewide Database estimates state-adjusted census data for city/county redistricting will be released 30 days after census data is released.							See <i>Legislature v. Padilla</i> , 9 Cal.5th 867, 875 (2020) (citing Database Director)
Pre-Draft Map Hearings May Occur	All: 1-2 Hearings/Workshops Required Note: At least 1 hearing/workshop must occur before a draft map is released. There are no restrictions on when pre-draft map hearings/workshops can take place; they can occur before the release of state-adjusted census data.							Counties: EC 21507.1(a), (b) & (f) General Law Cities: EC 21607.1(a),(b)&(f) Charter Cities: EC 21627.1(a),(b)&(f)
Draft Maps Can Be Introduced - Waiting Period Over (Anticipated)	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	~ May 21, 2021 AD+21	Counties: EC 21508(d)(3)(A)-(B) General Law Cities: EC 21608(d)(3)(A)-(B) Charter Cities: EC 21628(d)(3)(A)-(B)
Period reduced to AD+7 beginning on (D-89):	June 18, 2021	July 23, 2021	September 17, 2021	January 18, 2022	May 17, 2022	June 21, 2022	January 17, 2023	
Period eliminated beginning on (D-59):	July 18, 2021	August 22, 2021	October 17, 2021	February 17, 2022	June 16, 2022	July 21, 2022	February 16, 2023	
Draft Map Hearings	All: 2-3 Hearings Required Note: At least 2 hearings must take place after a draft map has been released. Draft map hearings must take place after the Waiting Period has ended and before the Redistricting Deadline.							Counties: EC 21507.1(a), (b) & (f) General Law Cities: EC 21607.1(a),(b)&(f) Charter Cities: EC 21627.1(a), (b) & (f)
Reduced Notice/Posting Days -Hearing Notice: from 5 to 3 days -Final Draft Map: from 7 to 3 days -Public's Request for Live Translation: from 3 to 2 days <i>*if hearing notice was under 5 days.</i>	August 18, 2021 D-28	September 22, 2021 D-28	November 17, 2021 D-28	March 20, 2022 D-28	July 17, 2022 D-28	August 21, 2022 D-28	March 19, 2023 D-28	Counties: EC 21507.1(a), (b) & (f), 21508 (b), (c), (g)(3); General Law Cities: EC 21607.1(a), (b) & (f); 21608(b), (c), (g)(3) Charter Cities: EC 21627.1(a), (b) & (f); 21628(b), (c), (g)(3)
Last Day Before In-Lieu Signature Compression Begins**	August 19, 2021 Final Map+28	September 23, 2021 Final Map+28	November 18, 2021 Final Map+28	N/A	N/A	N/A	N/A	Counties: EC 21507.1(a)(2) General Law Cities: [not applicable] Charter Cities: EC 21622(a)(2)
Last Day to Publish Final Draft Map	September 12, 2021 D-3	October 17, 2021 D-3	December 12, 2021 D-3	April 14, 2022 D-3	August 11, 2022 D-3	September 15, 2022 D-3	April 13, 2023 D-3	Counties: EC 21508(d)(1) General Law Cities: EC 21608(d)(1) Charter Cities: EC 21628(d)(1)
Redistricting Deadline* (D)	September 15, 2021 E-174	October 20, 2021 E-174	December 15, 2021 E-174	April 17, 2022 E-205	August 14, 2022 E-205	September 18, 2022 E-205	April 16, 2023 E-205	Counties: EC 21501(a), General Law Cities: EC 21602(a), Charter Cities: EC 21622(a)
Normal In-Lieu Signature Start Period** (if not compressed)	September 16, 2021 E-173	October 21, 2021 E-173	December 16, 2021 E-173	May 19, 2022 E-173	September 15, 2022 E-173	October 20, 2022 E-173	May 18, 2023 E-173	EC 8106
Missed Deadline - Petition for Maps Due to Superior Court	September 20, 2021 D+5	October 25, 2021 D+5	December 20, 2021 D+5	April 22, 2022 D+5	August 19, 2022 D+5	September 23, 2022 D+5	April 21, 2023 D+5	Counties: EC 21509(a) General Law Cities: EC 21609(a) Charter Cities: EC 21629(a)
Election Day (E)	March 8, 2022	April 12, 2022	June 7, 2022	November 8, 2022	March 7, 2023	April 11, 2023	November 7, 2023	EC 1000; EC 1301(b)

* Note: Charter cities can set their own deadline by ordinance or city charter. EC 21622(b).

** Note: Counties and some charter cities only. EC 21501(a)(2); EC 21622(a)(2)

In-house tasks:

- Mapping

Likely Consultant Redistricting and Demography services:

- Provide detailed requirements for the County to successfully prepare and implement the redistricting process.
- Provide detailed timeline for all requirements.
- Identify all legal requirements and the means in which to accomplish each step in the process.
- Training, Census data and demographic analysis and mapping services
- Gathering and production of population and demographic data, review of data, production of comprehensive reports that breakdown the specific characteristics of each division.
- Draft proposals as to how best move forward with new population numbers, and if necessary, make recommendations on redrawing division lines.
- Organize and facilitate arenas for public comment and informational meetings.
- Prepare all redistricting plans and media to advertise meetings and final adoption of the plan.
- Advise and assist the County team through each step of the district drawing process outlined in County Code.
- Help educate the County team and the public on the redistricting process and requirements outlined in County Code.
- Assist in leading public hearings and workshops.
- Assist the public in drawing and submitting proposed district maps on paper and online, including assisting in presenting recommendations to the Commission.
- Act as the County's agent and advisor in securing and implementing an online redistricting drawing tool.
- Work in consultation with County GIS to ensure accuracy of tracts and blocks.
- Assist the County team in producing final plan to be submitted to the County elections officer.
- Attend public hearings, workshops and County team meetings as needed.
- Provide overall staff support to the County team's redistricting effort sufficient to meet project goals and objectives.
- Provide progress reports on an as-needed basis as determined by the County team.
- Provide public relations support on all redistricting matters.
- Provide sound strategic counsel regarding redistricting for individual County officials/Board Members and issues of compliance.
- Interact with outside agencies to secure community support for recommendations.
- Structured timeline for each stage of work completion.